

Administrative Assistant (Temporary Position – 3 months to 6 months)

Job Description

Summary

Under general supervision; performs a variety of complex administrative and office support functions; creates and maintains specialized reports, records, and files required in connection with department work processes; screens telephone calls and receives and directs visitors; maintains the office by ordering supplies and ensuring the office machines are operational and performs related duties as assigned.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide general administrative assistance to the operations group
- Office maintenance, ordering supplies, ensuring office machines are operational, etc.
- Deliver and distributing company U.S. postal mail
- Maintains company attendance and time off records
- Verifies accuracy of timesheets
- Submits employee timesheets to corporate payroll
- Maintain statistical databases and generate statistical reports
- Expedite purchase orders
- Maintain quality records and databases
- Maintain purchasing records
- Perform various quality duties as needed
- Assists in training staff members and new hires
- Generate emails, memos, and reports when appropriate
- Answer incoming calls and assume other receptionist duties when needed
- Responds to questions and requests for information
- Perform other admin duties as needed

Required Education and Experience

- High School Diploma or GED equivalent
- 3-5 years of Administrative experience
- Knowledge of computer software, MS Office (Outlook, Word, Excel, etc.), Internet searching
- Ability to plan, organize, and/or prioritize daily assignments and work activities
- Able to complete assignments with attention to detail and a high degree of accuracy
- Strong interpersonal skills including tact, diplomacy, and flexibility to work effectively with management and fellow employees
- Ability to operate standard office equipment such as photocopiers, printers, telephone, scanners, facsimile machine, and computer
- Ability to multi-task
- Knowledge of Business telephone etiquette
- Ability to solve problems in a timely manner
- Strong organizational skills
- Fluent in English, excellent communication skills
- Excellent business writing skills and grammar
- Ability to work with minimum supervision
- U.S. Citizenship is mandatory

Preferences

- Visual Manufacturing ERP
- Agile

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, bend, kneel, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include: close vision, distinguish between colors and shades of colors, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; meet deadlines with frequent interruptions; and interact with management, fellow employees, customers, the public, and others encountered in the course of work using strong interpersonal skills.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. This job operates in a professional office environment, but in a manufacturing company. This role uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.

Position Type/Expected Hours of Work

This is an hourly temporary position with a minimum of 40 hours per week; Monday through Friday, 8 hours per day.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.