

## **Administrative Assistant**

### **JOB SUMMARY:**

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

### ***Brief Description of Job Duties:***

- Provide general administrative assistance to the operations group such as filing, typing, copying, scanning, etc.
- Resolve administrative problems
- Office maintenance; maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies as needed; verifying receipt of supplies
- Ensuring office machines are operational
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs
- Provide general support to visitors
- Receive, sort, and deliver Company mail
- Handle sensitive information in a confidential manner
- Submit employee timesheets to corporate payroll
- Maintain statistical databases and generate statistical reports
- Expedite purchase orders
- Maintain quality records and databases
- Maintain purchasing records
- Perform internal audits
- Perform various quality duties as needed
- Perform other administrative duties as needed

### **JOB REQUIREMENTS:**

#### ***The applicant MUST have the following qualifications:***

- High school diploma or GED equivalent required
- 3-5 years of Administrative experience
- Knowledge of computer software, MS Office (Outlook, Word, Excel), Internet searching
- Excellent time management skills
- Detail oriented
- Ability to multi-task and prioritize work
- Ability to solve problems in a timely manner
- Strong organizational skills
- Good math skills
- Fluent in English, excellent communication skills
- Excellent business writing skills and grammar
- Ability to work with minimum supervision
- U.S. Citizenship is mandatory

#### ***Additional Desirable Experience:***

- Knowledge of auditing techniques
- Knowledge of inspection techniques
- Knowledge of statistical techniques
- Experience with Visual Manufacturing ERP software
- Experience with Omnify software
- Minimum 2 years quality experience