

Administrative Assistant

Overview

The Administrative Assistant provides support to the Sales department. The scope of work includes all clerical, administrative, and logistical functions required by the Sales team.

Responsibilities

- Manage the entry/updating of information to the manufacturing job board
- Preparation of all sales and purchasing documents
- Logistics, including preparation of shipping documents, packing lists and bills of lading; arranging and expediting shipments
- Inter-departmental delivery of documents
- Record-keeping, including inventory posting, sales reports, customer inventory, shipping records
- Fax, copy, and file as required
- Scan and file mill test reports
- Review all complete orders and turn into accounting for billing
- Assist with special projects as required
- Coordinate the creation of certifications

Requirements

- High School Diploma (College degree preferred)
- Must be detail-oriented, with the ability to multi-task in a fast paced working environment
- Minimum of three years administrative support experience
- Excellent communication and relationship-building skills
- Above average ability to productively work in with Microsoft Excel
- Ability to read, write and comprehend English