



- Basic Accounting support including but not limited to - Accounts Payable (AP) support as needed
- Basic Human Resources support including but not limited to scheduling interviews, facilitating application process and maintaining Applicant Tracking Log for EEO purposes, maintaining bulletin boards, coordinating payroll stuffers and new hire kits as needed
- Assist with various administrative support for the management team and various departments as needed. Provides standard correspondence and memos as needed, as well as coordinating meetings and conference calls.
- Provide clerical support including copying, sorting, filing, faxing, etc.
- Coordinates travel arrangements (airline and hotel) as needed
- Ensure that copiers, printers and fax machines are in working order – troubleshoot as needed
- Sort incoming and outgoing mail (including faxes)
- Help coordinate company functions and events
- Order lunches for meetings and conference calls
- Maintain stamp machine by refilling and ordering postage when necessary
- Assist with any special projects as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education & Experience Requirements:**

Requires minimum of Associates degree or 5+ years equivalent work experience in a busy office environment required. The ability to handle multiple (and changing) priorities is a must. Excellent phone etiquette and communication skills required. Requires professionalism and a solid understanding and demonstration of how to appropriately handle both internal and external customers on the telephone and in person. Proficiency with Microsoft Office applications required.

### **Knowledge, Skills and Abilities Requirements:**

The ideal candidate will be customer service oriented, have a pleasant /personal demeanor and be highly detail oriented with strong follow-through and organizational skills. This position requires the ability to know when to appropriately escalate issues requiring further authority. The ability to take direction from multiple individuals, prioritize workload while maintaining accuracy, and ensure confidentiality (in some cases) is critical. This motivated individual will regularly interface with managers and staff and be willing to help out wherever needed. Must be able to multitask, work independently with minimal supervision and be flexible to handle changing priorities and business pace (busy times and slow times).

**Physical Requirements**

Prolonged periods of sitting and regularly speaking on the phone throughout the day. Often requires walking outside of the facility, to and from buildings and throughout the manufacturing plant daily.

**DISCLAIMERS**

This job profile identified the general duties and minimum level of skills required to perform this job. It is not intended to represent comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned. This job profile does NOT alter the at-will employment status and it does NOT create an employment contract, implied or otherwise.