



RAR 191202

## **Administrative Assistant**

### **Position Summary:**

Provide administrative support for assigned company Executive. May also be assigned as backup for other personnel and perform office duties when required.

### **Essential Functions:**

1. Answers and screens incoming calls for Executive. May route to voicemail or take message.
2. Process incoming orders, modify existing orders or cancel orders in accordance with standard procedures.
3. Prepare correspondence, outgoing mail, reports, etc.
4. Updates to customer information
5. Answer phones, e-mails and faxes and direct to correct personnel as needed.
6. Interact with other office and shop personnel to ensure work performed, reporting and customer information is accurate.
7. Interacts with customers as assigned. Provide customer service support, answer questions, research information. Follow up with assigned customers.
8. Coordinate, schedule and attend meetings with staff or Board of Directors. Develop meeting agenda and take/distribute meeting minutes.
9. Perform a variety of other clerical duties as needed.
10. Keep work area neat and orderly.
11. Receive, understand and follow all written and oral instructions.
12. Communicate all concerns and other work related issues to supervisor.
13. Complete all paperwork and electronic entry associated with position.
14. Comply with all company policies and procedures including safety and attendance requirements.
15. Other duties required to meet company needs as assigned by supervisor.

### **Minimum Skills, Education & Abilities:**

- High School diploma or equivalent.
- Excellent phone etiquette.
- Basic math skills; ability to add, subtract, multiply and divide.
- Good communication skills including the ability to receive oral and written instructions and provide information to internal and external customers, visitors, vendors and employees.
- Strong ability to pay attention to details.
- Ability to prioritize and organize work.



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**Minimum Physical Requirements:**

- 20/40 vision required with or without correction.
- Speaking and hearing 100% of the workday.
- Use of hands 100% of the workday.
- Ability to sit and work at a computer up to 100% of the workday.
- Walking, lifting, bending, stooping and twisting up to 75% of the workday.
- Typical of a manufacturing environment. Exposure to dust, fumes, noise and vibration on a regular basis.