

# **Administrative Assistant**

## **Objectives:**

Responsible for providing administrative support to various departments that may include accounting, human resources, customer service and sales.

## **Essential tasks:**

Ensure vendor invoices are processed accurately and in a timely manner

Ensure customer invoices are processed accurately and in a timely manner

Maintain accurate files and records

Ensure client purchase orders are processed to meet client expectations

Prepare, maintain and process confidential information and correspondence

## **Other tasks:**

Provide back up for other administrative positions

Maintain office supply inventory

Coordinate meetings and projects with other departments

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## **Knowledge/ Skills/Abilities**

- Strong attention to detail
- Excellent communication skills
- Problem solving and ability to implement action in area of responsibility
- Ability to prioritize work, multi-task and demonstrate adaptability in a fast paced environment
- Ability to motivate and mentor individuals
- Basic blue print reading
- Troubleshooting and process improvement
- Self-motivated and driven
- Proficient knowledge of Microsoft Office
- Ability to work both individually and in a team
- Ability to sit, stand and walk while performing duties
- Ability to reach with hands and arms, to bend, to talk and hear, and to read and use a computer
- Ability to type with speed and accuracy

## **Educational and Experience Requirements**

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- High school diploma or GED; post-secondary education preferred
  - Experience in manufacturing, fabrication, or related industry preferred
  - Minimum of one year administrative and customer service experience