

Position Description

Position Title: Administrative Assistant/Receptionist

Position Classification: Hourly/Non-Exempt

Position Description: This position will serve as liaison in person and telephone between customers and various AaCron departments/personnel. This position will also perform routine clerical and administrative functions such as preparing correspondence, documents and work orders, organizing and managing paper and electronic files, and data entry. Duties include, but are not limited to:

- Operate telephone system to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering the establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmit information or documents to customers, using computer, mail or facsimile machine.
- Data entry of shop orders and verifying missing information for accuracy of entry.
- Maintain die prints, perimeter lists, sales tax documents and working files.
- Prepare customer invoices and calculate production reports.
- Generates bills of lading, air bills, mailing labels and export documents, shipment detail reports as required for outbound shipments.
- Maintain inventory tracking for various customers.
- Maintain inventory of production samples and track distribution.
- Assist in maintain A/P and A/R files.
- Maintains records and logs on various office equipment (i.e., copier, postage meter, and credit card machine).

Position Qualifications:

- High School diploma/G.E.D. equivalent and 3-5 years administrative/receptionist experience. Manufacturing industry experience, preferred.
- Documented coursework and/or certificates in administrative support/business, preferred.
- Excellent professional interpersonal and communication skills.
- Demonstrated ability to handle complex customer calls.
- High level of competency with MS Office products.
- Must be able to multi task, prioritize work and have strong attention to detail.
- Excellent organizational capabilities and time management skills; ability to work well independently.
- Ability to remain flexible in deadline driven environment.