

Administrative Assistant

JOB SUMMARY:

This position will correspond with a diverse group of external customers, callers, visitors, and internal customers throughout the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

- Receives and directs telephone calls, correspondence, and electronic communications to appropriate personnel
- Access customer inquiries and provide appropriate answer and / or direct customer to the appropriate person
- Process literature request, including printing, mailings
- Provides general support in the use of electronic business and record keeping system
- Work with customer service personal to ensure proper entry of orders
- Maintains contact between customers and shop to inform supervisor of customers needs
- Serves in administrative capacity: typing, filing, mailing, preparing material
- Coordinates scheduling and prioritizing of workload
- Other duties as required

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent verbal and written communication skills are essential
- Strong customer service skills
- Must exhibit the ability to work well with others
- Must be proficient in using software applications (e.g., Word, Excel, Power Point, Access, electronic scheduling and communication)
- Display effective organizational skills (attention to detail, deadline anticipation, ability to prioritize and complete multiple projects, etc.), and utilize time efficiently

EDUCATION AND/OR EXPERIENCE:

- Associate's degree in Business and one year of relevant experience or a High School diploma or GED and three years of relevant work experience preferred
- Must have experience with a variety of office equipment
- Experience working in a manufacturing office environment preferred

POSITION TYPE and EXPECTED HOURS OF WORK:

- Full-time position
- Schedule breaks and lunch with other co-works to ensure that the phones are answered at all times
- Monday through Friday, 8:00 a.m. to 5:00 p.m.

Apply:

- Applications can be obtained at www.alderonind.com or by stopping by Alderon Industries.
- Send completed application to:

Email
career@alderonind.com

Mail
Alderon Industries
PO Box 827
Hawley, MN 56549

In Person
Alderon Industries
151 16th Street South
Hawley, MN 56549