



JOB DESCRIPTION

Administrative Assistant	
<p style="text-align: center;">Mission Statement</p> <p style="text-align: center;"><i>To be a prominent provider of high-quality, precision engineered, custom machined products. To accomplish our mission by being focused on craftsmanship and design, committed to satisfying all of our customers' requirements and dedicated to providing meaningful long-term employment thus providing all stakeholders with successful growth and positive returns.</i></p>	<p style="text-align: center;">Safety First – Quality Always</p> <p style="text-align: center;"><i>As is expected of all Clarke Precision Machine Employees, the incumbent understands the importance of Safety and Quality in the workplace. When appropriate the individual identifies and communicates the need for improvements in practices which will ensure the very highest level of Safety and Quality at Clarke Precision Machine.</i></p>
<p style="text-align: center;">Job Goal</p> <p style="text-align: center;">Under the direction of the CFO and Office Manager provide administrative services for the company.</p>	

Tasks:

- Provide administrative support to the office personnel
- Match receivers to invoices and record receipts in the ERP system
- Enter accounts payable invoices into the ERP system
- Provide bill of lading on shipments to shipping department
- Scan job related documents for electronic record keeping
- Arrange shipping labels or freight for deliveries
- Prepare and send invoices to customers for completed deliveries
- Provide reception duties both in person and over the phone
- Open and distribute mail
- Maintain office supply inventory
- Conduct errands at the post office and bank and others as needed

Skills and Attributes:

- Customer Focus – Act with a customer/supplier outlook. Demand the best quality of your internal suppliers and provide only the best quality to your customers whether internal or external
- Teamwork – Work effectively in a team environment, gaining consensus whenever possible
- Time Management – Manage one’s own time to meet deadlines and objectives
- Critical Thinking – Able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Detail Oriented – Able to recognize and not overlook important details
- Mathematics – Use basic mathematics to solve problems and prepare requested reports

Qualifications:

- High School Diploma or GED required
- Associates Degree preferred
- Must be personable with good communication skills

Reports to: Office Manager

Note: This job description is not all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization