

Administrative Assistant Job Opening

Are you a vibrant and friendly person who values customers and takes absolute pride in everything you do? Do you have loads of energy? Are you a believer that work is easier, and more fun, with teamwork? Then we are looking for you!

Summers Manufacturing is looking to fill an Administrative Assistant position. We are looking for an individual with a positive attitude, who is highly efficient and thrives as a member of a team. This person will perform a variety of clerical and administrative duties that are necessary to run the office efficiently. The ideal candidate must professionally interact with callers, visitors, and employees within the organization, while also being detail oriented, and have exceptional communication and organizational skills.

Summers Manufacturing is a 100% Employee owned company with competitive pay and excellent benefits. Pay is dependent on experience.

Feel free to stalk us on Facebook to learn more about us!

For more information on Summers Manufacturing, and to apply online, go to www.summersmfg.com

You may apply online or email a Resume to Amy Davis, Director of HR at; amyd@summersmfg.com

SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION

DEPARTMENT: Human Resources FLSA: Non-Exempt
POSITION TITLE: Administrative Assistant

IMMEDIATE SUPERVISOR: Director of Human Resources
SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Greet and assist visitors and provide administrative support to Human Resources and other departments as needed.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Greet and assist visitors and customers.
- B. Answer telephone in a professional manner and direct caller to appropriate personnel.
- C. Assist potential employees with job application procedures.
- D. Maintain company information through charts, spreadsheets, filing and general office document procedures.
- E. Pick up, prepare, and take mail to the post office each day. Facilitate special mailings.
- F. Order office supplies
- G. Type various correspondence and documents as needed
- H. Work with company committees and executives to coordinate and make arrangement for company meetings and special events
- I. Collect faxed documents and deliver as appropriate
- J. Record and make bank deposits
- K. Order all name tags and business cards
- L. Provide administration support to Human Resources function as needed. (Record keeping, file maintenance, etc.)
- M. Assist multiple departments with data entry, maintaining spreadsheets, and other support as needed.

3. JOB SPECIFICATIONS:

- A. Education/License/Certification Requirements:

1. High School diploma or equivalent, required.
2. Valid North Dakota driver license with a clean driving record, required.

B. Experience Requirements:

1. Ability to maintain confidentiality with all information, required.
2. Excellent oral and written communication skills, required.
3. Excellent customer relation skills, required.
4. Keyboarding skills and Microsoft Office proficiency, required.
5. Successful organizing & prioritizing skills to accomplish multiple projects, required.
6. Ability to work as part of a team with a variety of personalities, required.
7. Three (3) years of office experience, preferred.

C. Competencies:

1. Friendly
2. Honesty/Integrity
3. Customer Oriented
4. Responsible
5. Accountable
6. Detail Oriented
7. Enthusiastic

D. Physical Requirements:

1. Ability to sit for long periods of time, up to six (6) hours per day, required
2. Manual dexterity, required.

E. Lift and Carry Requirements:

This position requires lifting and carrying boxes of paper and files, weighing up to 30 lbs. in the following situations:

- 1 Moving boxes of paper short distances from storage facilities to computer printers.
2. Moving files and boxes of files short distances from file cabinets to work area or storage facilities.

F. Equipment/Tools Requirements:

1. Ability to utilize office machines such as computer, telephone, calculator, copy machine, fax machine, postage meter, and printer.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.