

POSITION DESCRIPTION

JOB TITLE: Administrative Assistant
LOCATION: Strongsville, OH
FLSA STATUS: Non-exempt
WORK SCHEDULE: Full-Time (40 hrs. /wk.)
REPORTS TO: Chief Financial Officer
PAY SCHEDULE: Semi-monthly, 2 installments per month

GENERAL SUMMARY:

The Administrative Assistant performs a variety of duties necessary to support the activities of the President and members of the Executive Team. They will perform secretarial tasks needed to assist managers and other company employees and will include correspondence, filing, scanning and other miscellaneous duties.

ESSENTIAL DUTIES AND TASKS:

1. Act as a backup operator to the automated phone system; be a resource to assist and answer questions on the phone and voicemail system. Keep phone greetings up to date.
2. Monitor company emails and voicemail box and forward as appropriate.
3. Receive, sort and distribute incoming mail. Send mail to Field Salespeople as needed.
4. Keep phone, speed dial, and personnel lists up to date.
5. Greet visitors to the front lobby and ascertain the nature of the visit.
6. Assist Accounting Department with A/P data entry and processing.
7. Make travel arrangements for KFS employees.
8. Register and track KFS employees for seminars, training sessions, and association meetings.
9. Register and track International Fluid Power Society (IFPS) certifications for sales and technical personnel.
10. Assist with job postings. Administer confidential candidate testing.
11. Send out new customer letter and information packet.
12. Prepare for company Board of Director's meetings, including meeting packets distributed prior to meetings.
13. Assist with planning and set-up of company Annual Meeting; maintain tenure records for awards.
14. Plan biennial company picnic and Christmas party.
15. Support marketing special projects. Compile monthly Danfoss DPS Report.
16. Set-up sales, supplier and other meetings including physical set-up when required, food and accommodations.
17. Coordinate annual preparation of Christmas card distribution lists for the company.

18. Update department file folders at end of each year. Manage and order business cards.
19. Handle company donations and requests for gifts and prizes.
20. Perform other duties as assigned.

WORKING CONDITIONS:

Work is performed from corporate office.

EFFORT:

Must exhibit courtesy and patience when dealing with all customers, internal and external. Successful candidate displays a positive attitude and the following core values:

1. Thinks and acts like an owner
2. Always customer focused
3. Plays for the team
4. Individually accountable

MACHINES, TOOLS, EQUIPMENT:

Equipment typically used includes computer, scanner, printer, calculator, fax machine, tablet computer, smart phone, copier, and paper shredder

MINIMUM QUALIFICATIONS:

Two-year associates degree or related experience and/or training; or equivalent combination of education and experience. Two or more years of administrative assistant experience.

A combination of education, training, and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests is required.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job. The incumbent must be able to pass any required drug test, new hire physical examination, and background check. The incumbent must be able to maintain complete confidentiality of any information s/he encounters.

SPECIALIZED SKILLS AND KNOWLEDGE:

Exceptional organizational and computer skills. Fluent in both written and oral communication. Excellent communicator with positive attitude and energy. A well-organized and self-directed individual who is a team player. Ability to use Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat, Photoshop, email and internet.

Apply at www.KraftFluid.com; or email resume to HRdept@kraftfluid.com with Admin-Asst Opportunity in the subject line, or call (800) 257-1155 for more information.

NO THIRD-PARTY RECRUITERS/SEARCH FIRMS