

Administrative Assistant

Purpose: Perform a wide range of administrative and office support activities for managers and supervisors and other department team members to facilitate the efficient operation of the organization.

Essential Job Duties/Responsibilities:

- Answer and transfer inbound phone calls.
- Receive and direct visitors and clients.
- Issue purchase orders as needed for projects and internal purchases.
- Confirm delivery dates and other necessary commitments on purchase orders.
- Follow up on orders with suppliers to ensure that materials are shipped and delivered on promised dates.
- Process aftermarket/spare parts orders for customers.
- Enter receivables and payables.
- Maintain/update various databases for inventory and contacts.
- Perform general clerical duties including photocopying, fax and mailing/shipping with UPS and FedEx.
- Maintain electronic and hard copy filing systems.
- Retrieve documents from filing systems.
- Maintain office supply inventories.
- Coordinate maintenance of office equipment.
- Order office supplies.
- Assist in various administrative projects as needed.

Essential Qualifications:

- A high school diploma or equivalent.
- Two years administrative or customer service experience.
- Proficiency in math.
- Strong computer skills including proficiency in MS Office (Excel, Outlook & Word, in particular).
- Possess excellent written, verbal, interpersonal communication and teamwork skills, have the ability to multi task, display an attitude of cooperation, and have a commitment to accuracy.
- Attention to detail, problem solving skills and the ability to prioritize activities with minimal direction.
- Organizational skills, including precise record keeping and self-directed discipline.

Other Information:

This is a first shift position, working eight-hour shifts Monday through Friday. May require some overtime. Pay is dependent upon experience.

To Apply:

Please submit a complete résumé and cover letter to:

Northfield Automation Systems, Inc.

ATTN: Human Resources

1325 Armstrong Road

Northfield, MN 55057

You may also choose to send your application materials via email to hr@northfieldautomation.com or via fax to 507-645-5521.