

Administrative Support

Andax is looking for a motivated team player to provide administrative support to our engineering, purchasing and production departments.

Job Summary:

The administrative assistant provides support for the engineering, purchasing and production departments. This includes coordinating and documenting team meetings, recording of parts used by the engineering team, updating cost sheets, and other support as requested.

Duties/Responsibilities:

- Coordinate and document engineer team meetings
- Record inventory used by the engineering team
- Update cost sheets
- Assist with special projects
- Purchasing administrative support as requested
- Production administrative support as requested
- General office duties and other related duties as assigned

Required Skills/Abilities:

- Good organizational skills and attention to detail
- Excellent Interpersonal skills
- Proficient in Microsoft Office Suite
- Operate standard office equipment, including computers, copy machines, and printers
- Solid written and verbal communications skills
- Professional attitude and appearance
- Two years related experience preferred

Schedule:

- Monday – Friday 7:30 am – 4:00 pm

Supervisory Responsibilities:

- None

Physical Requirements:

- This is largely a desk position; however, some copying and filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- In addition, you must be able to navigate stairs and traverse the facility to access a variety of storage spaces and shelving units by stretching, squatting, and reaching
- Must be able to lift up to 25 pounds at a time