

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

The employee performs a full range of clerical and administrative activities. The primary focus of this position is to provide administrative support to the vice president while working in a fast paced environment, using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. The employee is also responsible for ensuring the smooth flow of information within the company. This position reports to the Vice President or designate.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned are included, nor is it expected that the position will be assigned every duty.

- Coordinate activities for the vice president such as: meetings, schedules, appointments, and travel arrangements;
- Assist with the tracking of prospective and existing marketing leads;
- Organize leads and follow ups;
- Assist in developing and implementing selling strategies with customers
- Interact with existing customers to increase sales of products;
- Maintain the electronic database of the company and updating information;
- Maintain the contact management program;
- Assist with trade show and event planning;
- Prepare presentations, marketing materials, request for quote, and reports regarding sales proposals and plans;
- Develop long term multi level relationships with customers;
- Responsible for the daily Purchase Orders and the coordination of the purchasing of raw materials;
- Track budgets and expenses;
- Gather and send out samples to customers;
- Answers telephone calls, conveys messages, or directs to appropriate personnel;
- Answers routine product questions;
- Bookkeeping; and
- Performs related work as assigned.

Knowledge, Skills, and Abilities

- Demonstrated proficiency composing written communications
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities
- Resourceful, well organized, highly dependable, efficient and detail oriented
- Ability to determine work priorities
- Customer Focus
- Process Management
- Knowledge of Business
- Service and Technical Knowledge
- Personal Credibility
- Commitment to Teamwork
- Analytical Thinking and Decision Making
- Interpersonal and Communication Skills
- Quantity of Work

Working Conditions

- Normal office environment

Physical Requirements

- LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- The job duties sometimes require an employee to bend, reach, handle and kneel.

Qualifications

- Associates Degree (Bachelor's Degree preferred)
- Excellent telephone skills and computer knowledge
- Proficiency in database management, word processing, and desktop publishing