

Job Title: ADMINISTRATIVE ASSISTANT

Job Description:

Requirements –

The successful candidate will work part-time or full-time and possess good organizational skills, proficiency with most Microsoft Office software programs (Word, Outlook, Excel, Powerpoint) and the ability to communicate effectively with our customers. Experience with database entry and some relevant work experience preferred. Marketing and/or sales and/or accounting experience or training a plus. Schedule has flexibility in the 8am – 5pm window and depending on company needs and candidates qualifications and situation, the position may be offered as full-time or start as part-time with full-time potential.

Summary of Responsibilities -

The Administrative Assistant (AA) plays several important roles that benefit all aspects of the company's internal operations and external communications with customers and suppliers. Under supervision of the Sales and Administration Manager (SAM), the AA files quotes, entering related information into various tracking spreadsheets, files purchase orders and expense receipts, and as appropriate creates and sends invoices. The AA generates orders for company purchases, tracks and files non-disclosure agreements (NDAs), keeps customer database up to date, and maintains an efficient flow of information and communication around the office. The AA is responsible for assisting with the reception of visitors and incoming calls of all types, as well as tracking of the sales system. This may include involvement in lead and prospect tracking and sales follow-up (under guidance of the SAM).

Email your Word or PDF resume and salary requirements to employment@modelithics.com. If you're not a citizen, please include information on your authorization status to work in the States.