Open Position
Administrative/Operations Assistant
Hayward, California

Founded in 1978, Acutherm designs, manufactures, and distributes a line of modular VAV systems and thermally powered VAV diffusers for use in HVAC systems. The company maintains its own research, development and manufacturing facilities in order to have total control over product lead time and quality. This policy has made Acutherm the decisive leader in the VAV diffuser market.

To apply, please submit a cover letter + resume:
Hiring Manager
Acutherm, LLC
1766 Sabre Street
Hayward, CA 94545
o: 510.785.0510
f: 510.785.2517
hiring@acutherm.com
www.acutherm.com

REQUIREMENTS
• AA, or equivalent
• Previous receptionist and/or administrative experience
• Proficiency with Word
• Experience with Excel
• Previous work experience in a small office environment, preferred

OTHER SKILLS + ATTRIBUTES
• Strong problem solving skills
• Effective follow-up skills
• Positive professional customer service demeanor and interpersonal skills
• Excellent written and oral communication skills
• Ability to work independently, exercise good judgment, and understand priorities
• Excellent teamwork and collaboration skills
• Strong attention to detail and ability to prioritize and organize
• Self-starter, eager to learn and be proactive on assignments
• Ability to learn, adapt, and take on more responsibilities as the company grows and changes

JOB DESCRIPTION:
Perform receptionist, administrative and operations support duties. Work on various sales, marketing, manufacturing, engineering, and finance projects.

Administrative Support:
• Acutherm first point of contact
• Manage and greet people at the front desk
• Answer, screen and route incoming calls
• Provide administrative support to team members
• Distribute letters, brochures and e-mails
• Copy and distribute weekly, monthly and quarterly reports
• Assemble and distribute Product Binders. Order material and maintain inventory levels
• Receive and coordinate deliveries
• Sort and distribute mail; send FedEx’s, faxes
• Assemble and produce Price Books
• Maintain ACT and enter contact data and process requests
• Maintain and order office supplies
• Keep all areas stocked, clean, and organized
• Perform all duties, as assigned

Operations Support:
• Perform order entry and order acknowledgement administration
• Support customer related activities: track orders, produce quotes, procure international freight quotes, produce shipping labels, coordinate shipments
• Assist with receivables entry and processing
• Daily bank deposits and daily invoicing
• Data entry of inventory and non-inventory purchases

making buildings more comfortable & efficient, economically