Title: Administrative/Operations Assistant

| Type of Position: | Full-time | Benefits and 401k matching |

**DESCRIPTION**
Small, warm and friendly Hayward manufacturing company seeks someone looking for a home. In business for over 30 years, we make commercial energy efficient ventilation products for use worldwide. They are even installed in buildings at Chabot!

**ESSENTIAL FUNCTIONS**

**Administrative Support:**
- Manage and greet people at the front desk
- Answer, screen and route incoming calls
- 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 database and enter contact data and process requests
- Maintain and order office supplies and keep all areas stocked, clean, and organized

**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

**WORK EXPERIENCE REQUIREMENTS**
- Previous receptionist and or administrative experience
- Proficiency with Word
- Experience with Excel
- Previous work experience in a small office environment preferred

**EDUCATION REQUIREMENTS**
- AA, or equivalent experience

**WORK ENVIRONMENT**
- Front office in a manufacturing environment

**OTHER SKILLS AND ATTRIBUTES**
- Strong problem solving and follow-up skills
- Reliable, dependable and punctual
- 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

Submit resume to: norineandlyall@gmail.com