



ADMINISTRATIVE ASSISTANT

ALKAB Contract Manufacturing, Inc., an established custom manufacturing company, is seeking a highly-motivated and dependable part-time Administrative Assistant. The candidate we are seeking will possess well-rounded administrative support experience working in a fast-paced multi-tasking professional office environment.

Flexible hours:

- The work hours and number of hours worked per week are negotiable based on the candidate's desires and availability as well as our fluctuating requirements.
- The part-time work hours, for the most part, shall occur within our standard office hours of 7:00 a.m. to 4:00 p.m. Monday through Friday.
- This position will not necessarily require a Monday through Friday presence; whereas, 2 to 3 days a week of 8 hours/day or less may be sufficient.
- Hours are negotiable for the ideal candidate.

Education:

- High School Diploma or GED required.
- Post high school Office Administration Diploma/Degree or equivalent a plus

Experience:

- We recommend a minimum of 3 years of solid office administrative support.

Skills and attributes:

- Punctual and reliable.
- Professional appearance and manner.
- Attention to detail.
- Excellent planning and organizational skills.
- Well-spoken and with excellent verbal and written communication skills.
- Possess a customer-first mentality.
- Be self-directed and proactive with a willingness to learn new things.
- Computer and Microsoft Office literate.
- Accounting and accounting software (experience with VISUAL Enterprise a plus).
- Accounts payable and accounts receivable.
- Payroll processing.
- Possess reliable transportation.

Tasks:

- Pleasantly and appropriately greet, accommodate and direct visitors which may include customers and suppliers.

- Utilize a multi-line phone system, answer phone calls and distribute phone calls to the appropriate company associates based on the caller's need or request.
- Computer keyboarding and work extensively in Microsoft Office including Word, Excel and Outlook.
- Create packing slips and invoices using VISUAL Enterprise ERP software.
- Generate reports, presentations, and correspondence using MS Office applications and ERP software.
- Maintain Accounts Payable and Accounts Receivable.
- Assist with purchasing functions and create purchase orders.
- Reconcile supplier invoices against purchase orders.
- Accurately record daily direct labor records.
- Accurately prepare payroll information and perform ADP reporting.
- Accurately perform a variety of data entry tasks.
- Accurately file hardcopy records.
- Distribute mail and incoming shipments.
- Monitor and manage office equipment and supplies.
- Assist with sales and customer retention.

A possibility exists that this part-time position could ultimately lead to a full-time position for the right candidate should this be the candidate's desire but full-time is not currently a necessity or a requirement.

We currently have an excellent team. Those who do not have the skills and expertise we seek need not apply. If you have "*baggage*", personal issues, and/or dependencies that will impact your ability to excel as an employee or co-worker, please do not apply.

We are only seeking a motivated candidate who is a quality individual. If this describes you, we want to consider you for our team. You will be well compensated with a competitive wage as well as a challenging and decent workplace.

If you are currently employed, underemployed or unemployed and have what it takes to enhance our company and our workplace, please respond as instructed below. We look forward to hearing from you.

Please submit your resume using one of the following methods:

- Email: sales@alkab.com (insert "Administrative Assistant" in the Subject Line)
- Fax: 724-335-7055 (ATTN: Human Resources)
- Mail: ALKAB Contract Manufacturing, Inc.
ATTN: Human Resources
843 Industrial Boulevard
New Kensington, PA 15068