

Administrative Assistant Plus

Summary:

We seek a highly organized, outgoing individual with great people skills, outstanding oral and written skills, and an interest in helping executives grow this company.

Duties and Responsibilities:

- Answer telephones and gather the required information
- Greet visitors and determine whether they should be given access to specific individuals.
- Assist with Daily Dispatching
- Light Financial Accounting Work
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- Create and Modify Documents using Microsoft Office
- Maintain Hard Copy and Electronic Filing System
- Retrieve, sort, and distribute incoming correspondence, including faxes and email
- Assist sales department during busy season and assist outside sales members
- Assist with shipping and receiving when required
- Conduct research, compile data, and prepare papers for consideration and presentation by executives
- Attend meetings in order to record minutes, then compile, transcribe, and distribute minutes
- Prepare invoices, reports, memos, letters, financial statements and other documents
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as work flow, reporting procedures, or expenditures
- Assist executives in expanding the company into new markets
- Keep all necessary data confidential
- Any other task you are asked to complete by senior management

Education and Skill Requirements:

- Basic reading, writing, and arithmetic skills required. This is normally acquired through a High School Diploma or equivalent.
- Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.
- Any computer and network experience a plus.
- Any general accounting knowledge a plus.

Benefits

- Company Paid Premium Health Insurance Benefits
- Full Time Year Round Employment
- Vacation based on Time Earned
- 401k Plan Available

Important Notes:

1. This position requires outstanding communication skills. You must include a cover letter with your resumes. There will be absolutely no exceptions.
2. All applicants must respond to applications@mainewoodtreaters.com only.
3. We welcome applicants from any location, however, we will not pay re-location or travel expenses to come to Maine to interview.