



Job Title: Administrative Assistant
Department: Human Resources
FLSA Status: Non-Exempt

Reports To: Human Resource Mgr
Status: Full-time
Pay Grade: TBD

Position Summary: Manage the daily office operations which include the administrative and support functions for MTW.

Essential Responsibilities:

- Perform all operational procedures relating to general office administration including reception, mail, office equipment, supplies, etc.
- Answer and assist with incoming calls and messages.
- Provide administrative support to the MTW personnel.
- Summarizing and filing customer shippers.
- Place orders using Purchase Orders.
- Verify we receive an acknowledgment of delivery, date, price, quantity of incoming miscellaneous deliveries.
- Assist with validating employee and temp hours.
- Maintain training database.
- Create badges for employees/temps and visitors.
- Maintain visitor log.
- Maintains an adequate level of office supplies, equipment, and property.
- Make travel arrangements such as hotel reservations, car rentals, etc.
- Ensure meeting rooms are appropriately set-up for meetings. Arrange catering.
- Perform additional duties as required
- Oversee that total office areas are kept clean and an orderly condition.
- Participate in continuous improvement and assist in its implementation on an ongoing basis.
- Maintain safety standards in the workplace.
- Ensure Quality in the workplace.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate degree (2 year degree) in business, engineering or an equivalent combination of relevant education and/or experience

5+ years of experience in office administration



Job Knowledge, Skills and Abilities:

- **Knowledge:** Knowledge of effective supervisory and management techniques.
- **Skills:** Excellent communication skills, both orally and in writing; Comfort and familiarity managing computers, copiers, fax machines and other office equipment; Computer proficiency, including MSOffice, Outlook and Internet tools, must have database and spreadsheet experience; Must be able to conduct tests and inspect parts for quality assurance; Use logic and reasoning to identify alternative solutions, conclusions or approaches to problems; Good computer skills.
- **Abilities:** Must manage time efficiently; Attention to detail and ability to manage multiple tasks simultaneously; demonstrate ability to identify problems within the office and to develop feasible solutions.

Training Requirements:

1. General Safety.
2. Quality System Awareness and Procedures.

Physical Demands & Work Environment:

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls. Must occasionally lift and/or move up to 40 pounds. Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus. Overtime may be necessary as work load's dictate. This may include weekdays, weekends and/or holidays.

Work Environments: Job will generally be performed in an office environment, but may require travel to and visit a customer's facility and/or production facility. Job requires dealing calmly and effectively with high stress situations. The office area is adequately lighted, heated and ventilated. Employees may be subject to random drug and alcohol testing, pre-employment physical and background checks.

Sign-off: The above is a list of activities routinely performed by this position and includes the essential function an individual must perform for the position. The above list is not all inclusive and MTW reserves the right to add and/or remove any job duties as deemed necessary at any time.

I have read and understand this job description.

Employee's name: _____

Signature: _____

Date: _____