

Hemisphere GNSS Job Description

Job Title: Administrative Assistant
Location: Scottsdale, AZ
Department: Human Resources
Reports To: Director, Human Resources

Full-Time Part-Time / Exempt Non-Exempt

Summary

Employee will interact with all staff levels in a fast-paced environment. Employee must be able to handle a wide range of administrative and support related tasks, be well organized and flexible. This role requires the ability to remain positive, proactive, accurate, resourceful and efficient under pressure; and be able to work independently with little or no supervision. A high level of professionalism and confidentiality is critical.

Essential Duties and Responsibilities

Human Resource/Office Duties

- Handles all visitors, employment applicants, salespersons, vendors, customers etc. and notifies personnel of visitor arrival. Ensures that they get signed in/out and issues a visitor badge.
- Sorting and distributing incoming mail
- Coordinate arrival of electrical and/or mechanical contractors and notify any required personnel
- Responsible for ordering and maintaining office & kitchen supplies and also setup monthly cleaning of refrigerators
- Getting the mail daily and distributing, also helping with outgoing mail and working with warehouse for outbound shipments as required.
- Responsible for employee ID badges and access cards for building, along with ordering name plates for offices as needed
- Responsible for many building tasks by calling necessary vendors for pest issues, repairs, ADT alarm system etc.
- Catering duties: Order lunches, breakfasts for meetings, as requested and ensures food is put out on time and maintains rooms throughout the day for beverages & food. Also responsible for cleaning up after function which includes putting food away and doing any dishes used for event.
- Responsible for keeping the ADP WFN home page up to date which includes some of the following items: updating organization charts, phone lists, employee roster, forms, announcements etc. and also organize the bday/anniversary monthly events.
- Assist in the planning of any company wide events like Holiday Party, employee outings etc.
- Assist with booking hotels that can't be done via corporate traveler, also as needed work with Corp traveler on getting travel arrangements done.
- Organize and keep record of all safety meetings minutes
- Responsible for the monthly wellness activities which includes emails to employees, tracking contests, putting ideas together and ordering prizes as needed after approval from HR
- Assist in managing the company cell phone accounts as needed
- Responsible for helping employees with China Visa's as needed
- Answer phones in a timely and professional manner
- Ordering business cards

Accounting Duties

- Assist with Certify expense reports to ensure accurate and within policy
- Send out reminder email to all company credit card holders on monthly submission and also follow-up with any past due
- Scanning and filing
- Become certified as a Notary for the office
- Assist Project Management team at month end on getting all hours in

Sales Operations

- Filing and logging of price exceptions (weekly), includes audit/identifying expired price exception documents
- Process code orders daily

Supervisory Responsibilities

This position will not supervise direct reports.

Education and/or Work Experience Requirements

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.

Ability to effectively present information to customers, clients, management, and other employees of the company in small group situations, public groups, and/or one on one

Education and/or Experience

- High School diploma or GED
- The ideal candidate will have 3+ years of Administrative/Receptionist experience in a fast-paced environment – preferably manufacturing

Practical/Technical Skills

- Operation of office equipment (printers, copiers, fax machines)
- Excellent customer service skills

Computer Skills

- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Experience with ERP systems a plus

Language Skills

- Above average verbal and written communication skills are required in this position including above average ability to read and comprehend instructions, correspondence, and memos
- Ability to effectively communicate with internal and external customers
- Ability to effectively present information to customers, clients, management, and other employees of the company in small group situations, public groups, and/or one on one

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions

Other Skills and Abilities

- Excellent attention to detail
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service

- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to work with minimal supervision
- Ability to handle high level of confidentiality regarding company information
- Excellent planning, time management, communication, decision-making and organizational skills

Physical Requirements

Computer/Office

- Will constantly operate a computer and other office productivity machinery
- Must be able to talk, listen and speak clearly on telephone and in person
- Will occasionally move about inside the office to access file cabinets, office machinery, etc.

Physical

- Must be able to remain in a stationary position 75% of the time. Required to stand or sit in one location much of the time.
- Must be able to stand for long stretches of time during filing
- Bending, squatting, twisting at neck or back
- Uses hands to handle or feel objects, tools, or controls
- Reaching with hands and arms
- Lifting or carrying of light material

Sensory

- Must be able to concentrate on details and specifications

Environmental Conditions

- Work primarily in climate-controlled office environment

Mental

- Moderate mental stress can be experienced by noticeable pressure from deadlines, accuracy, simultaneous priorities
- Work may be repetitious

The preceding functions may not be comprehensive in scope regarding work performed by an employee assigned to this position classification. Management reserves the right to add, modify, change or rescind the work assignments of this position. Management also reserves the right to make reasonable accommodations so that a qualified employee(s) can perform the essential functions of the position.

I have read and understand the job description. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Print Employee Name: _____

Employee Signature: _____

Date: _____