

Administrative Assistant (Job order# 15204936)
Part/time (12-16 hours/week)

Summary of Functions

This role will be responsible to assist with the daily administrative duties including assisting plant manager, and communicating with the corporate office in Colorado. Answering the incoming calls and providing great service to company customers.

• **Major Duties and Responsibilities**

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Print job jacket papers from email and creates the physical job jacket for income production orders.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Perform any other duties that are required for the satisfactory performance of the job.

Experience and/or Educational Requirements

- Must have the ability to read and comprehend safety rules, simple instructions, short correspondence and memos.
- Previous work experience in a manufacturing or production environment is desired.
- Ability to write simple correspondence.
- Ability to communicate effectively with co-workers.
- Excellent organization skills required.
- Previous work experience using Microsoft Office- excel, word, and emailing systems.
- Previous data entry experience a plus.
- Excellent experience handling busy phone system.

How To Apply:

Apply in caljobs www.caljobs.ca.gov by looking up job order number 15204936

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