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TITLE:	Administrative Assistant
REPORTS TO:	Office Manager
PURPOSE:	Responsible for providing administrative support to ensure efficient operation in the office

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## JOB SUMMARY

Packaging Compliance Labs is seeking a dynamic team member that thrives in a fast paced environment. This candidate will be interacting with clients, prospects and vendors while maintaining daily responsibilities to drive efficiency for the organization.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- ▶ Creates and maintains records and files
- ▶ Interacts daily on the phone and in person with prospective and existing clients handling basic inquiries
- ▶ Greets and assist visitors to the office
- ▶ Assists with the receipt and shipping of lab samples
- ▶ Coordinates and performs hand delivery of samples with respected clients
- ▶ Keeps the front office clean and organized to amplify customers first impressions
- ▶ Logs, files, and provides weekly updates on engineering hours
- ▶ Provides a quality check for work order folders before filing away
- ▶ Receive, sort, and distribute mail
- ▶ Provides an extra pair of hands with sample preparation when necessary
- ▶ Assists the lab technicians when help is needed
- ▶ Assembles sales folders and sales materials
- ▶ Assist with planning companywide events and gatherings
- ▶ Performs other duties and responsibilities as assigned
- ▶ Up to 10% travel may be required

## THE IDEAL CANDIDATE WILL DEMONSTRATE

- ▶ Excellent customer service
- ▶ Ability to work independently
- ▶ Willingness to jump in when help is needed
- ▶ Strong work ethic and willingness to learn
- ▶ Excellent interpersonal skills orally, in writing and in public settings
- ▶ Enthusiasm to keep the team motivated and ensure goals are met
- ▶ Skills in performing basic research
- ▶ Proficiency in Microsoft Office, Social Media and general office practices and procedures.
- ▶ Organize, manage, and track multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment

## QUALIFICATIONS

- ▶ High School Diploma, and a minimum of two (2) years of experience in administrative assistance or related field
- ▶ Higher Education is preferred
- ▶ Training will be provided