

M. G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Administrative Assistant -- Louisville Division

DEPT: Administration

SUPERVISOR: VP General Manager, Louisville Division

PRIMARY PURPOSE:

The purpose of this position is to provide administrative support for the Louisville Division of M. G. Newell, and to provide other support as needed.

JOB DUTIES:

- Prepare division quotations and correspondence
- Maintain confidential information
- Maintain order and quotation files
- Setup and maintain all vendor literature file
- Oversee office equipment purchases, maintenance, and repair
- Process orders for service calls
- Order and coordinate setup of cell phones for the division
- Maintain contact lists for sales and vendor files
- Process all incoming and outgoing mail
- Process incoming checks
- Process shop purchases
- Process and maintain office cleaning records
- Coordinate travel arrangements
- Coordinate Division and special event meetings
- Prepare, issue, and maintain all division reports
- Process expense reports
- Answer switchboard and route incoming calls
- Act as receptionist for office
- Order and maintain office and kitchen supplies
- Perform other duties as needed and/or assigned

REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- High school diploma or equivalent (Required), Associates Degree or higher (Preferred)
- Working knowledge and experience with Office 365 (Excel, Word, PowerPoint, Outlook) are a plus
- Minimum intermediate skills experience with Nitro PDF Creator Pro 13

- Excellent customer service skills including telephone, communication, active listening and customer care
- Excellent verbal and written communication skills
- Ability to work in a fast-paced team environment
- Ability to multitask by answering calls, documenting and using remote tools simultaneously
- Self-motivated and eager to learn with a positive attitude
- Comfortable learning from and working with engineers
- Organized and attentive to details

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, MidAtlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Learn more at www.mgnewell.com