

# Office Assistant

*Acer Inc.*

*507-864-2220*

*301 Industrial Dr*

*Rushford, MN 55971*

Acer, Inc in Rushford, MN is looking for a skilled office assistant to help manage business operations in a clean industrial environment. Acer is a leading OEM manufacturer of automated lumber handling equipment for the wood truss industry.

## **Job Overview**

We are looking for an individual that is confident and professional to join our team and work in a variety of business operations. This position will involve coordinating and overseeing administrative duties in the office and ensuring that the office operates efficiently and smoothly. The ideal candidate for this position will be a self-starter, dependable, and able to multi-task in a fast-paced environment.

## **Salary, Work Hours, and Benefits**

Starting at \$22/hr + Bonus potential

Monday – Friday 7:30am-4:30pm. Flexibility will be offered.

No required weekends

2 Weeks PTO and 1-week sick pay to start with. After 2 years PTO will be bumped to 3 weeks, after 5 years to 4 weeks.

## **Office Assistant Responsibilities:**

- Keep track of electronic and hard copies of Customer file information.
- Help with scheduling production of the equipment we build.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering excellent customer service to our customers. Helping with customer part orders and direct service calls to the correct people.
- Help keep track of inventory with production personnel. Send orders for materials/ components as needed.
- Human Resource Activities (e.g. On-boarding paperwork, help plan employee appreciation lunches, etc.)

- Coordinating and arranging domestic and international shipments for equipment and parts (e.g. LTL, FTL, UPS, FedEx, etc.)
- Help get systems ready to ship e.g. Make manuals, make sure drawings and shipping paperwork are ready.
- Keep management informed and up to date
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Help with updates of manuals.

#### **Education, Experience, and Licensing Requirements:**

- High School diploma, GED, or equivalent
- 2-5 years of work experience in an administrative/office management role
- QuickBooks experience (Highly desired, but not required)
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Proficient with Microsoft Office (Excel and Word)