



CSR/ADMINISTRATIVE ASSISTANT

WORK SCHEDULE This position is Monday thru Friday of each week. 8 hours per day (8:00 am to 5:00 pm) with a 1 hour lunch. This is a regular full-time position, requiring at least 40 hours per week. Will be required to work on-site, no telecommuting. These hours may change based on the needs of the company.

SKILLS & QUALIFICATIONS **Qualified individual must have 1+ years of office and customer service experience and/or the equivalent college degree.**

- Competent computer skills (must be proficient in MS Office)
- Internet skills including use of e-mails, group messaging, and data collection
- Strong verbal and written communication skills (must have the ability to understand English writing and verbal instructions and follow them accurately).
- Organization and planning skills
- Work management and prioritizing skills
- Problem solving ability
- Attention to detail
- Accuracy
- Flexibility
- Reliability
- Teamwork
- High school diploma or GED is required

DESCRIPTION OF JOB **THESE DUTIES/RESPONSIBILITIES MAY CHANGE OR BE ADDED TO UPON THE NEEDS OF THE COMPANY**

MAIN DUTIES

- Answers telephone and relays calls and messages
- Assist with Customer Service as directed by the office manager
- Corresponds with customers on purchase orders and needs

- Prepares, edits and proofreads correspondence, orders and related material when needed
- Processes customer PO's into manufacturing system
- Maintains customer reports
- Prepares Job Travelers
- Maintains Order Closing status in Vantage
- Assist with Production Reporting as needed
- Generates new item job packs when needed
- Assist with Receipt entry's as needed
- Updates changes on Job traveler
- Assist with month end inventory when needed
- Customer shipment entry's
- Back up for office manager when absent on production reporting, order entry's, shipments, film orders and scheduling
- Performs any other duties related to the position of CSR as directed by the office manager or Plant manager
- Mobility to bend, stoop, and/or climb stairs on an occasional basis

PAY

- \$17.00+ per hour DOE

YOUR SIGNATURE ON THIS FORM INDICATES THAT YOU HAVE RECEIVED A COPY OF THESE JOB RESPONSIBILITIES AND DUTIES.

SIGNATURE _____ **DATE** _____