



# PACKAGING SPECIALTIES

## 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 \_\_\_\_\_**