



Title: Administrative Assistant

Reports to: Division Manager

Job Description

The Administrative Assistant is responsible for assisting the Division manager and staff with multiple general office duties, including basic sales order and purchasing administration, project management assistance and telephone call management. As such, the successful candidate will be able to multi-task, work independently and have very strong customer service and computer skills. Reliability and dependability is essential. Work environment is fast-paced, dynamic, challenging and team-oriented. Position is full-time, exempt. Pay is dependent on experience.

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Duties and Responsibilities

- Answer, screen and forward telephone calls, providing information, taking messages and scheduling appointments
- Provide general information about Array Technologies, its products and services, and to direct calls to appropriate Division staff members
- Transmit information or documents to customers, using computer, mail, or fax machine
- Perform administrative support tasks such as proofreading, transcribing handwritten information, and operating calculators or computers to work with associated documents
- Maintain and keep track of documents, spreadsheets, quotes, financial data, and be able to easily file and retrieve documents, and provide them to others, as required
- Collect, sort, distribute and prepare mail, messages and courier deliveries
- Enter data into computer software, including e.g., Excel, Peachtree, MS Word, etc.
- Make or assist in preparations for meetings, conferences and conference telephone calls
- Maintain, inventory, order and monitor the use of office materials, supplies and equipment. Follow departmental budgets for office materials, supplies and equipment
- Support and assist the company's managers
- Create sales orders within our enterprise resource planning (ERP) system, arrange for shipment and communicate shipping information to the customer
- Weekly reconciliation of actual customer shipments to schedule
- Create customer invoices with supervision
- Assist with travel arrangements and assure all travel arrangements are communicated to appropriate people
- Assist Division Manager with expense reports
- Other duties as assigned

Job Skills and Requirements

- Strong working knowledge of Microsoft Office software required, including Word, Excel, and Outlook. Experience with Peachtree, QuickBooks or ERP experience desirable.
- Strong organizational skills.
- Ability to multi-task and work independently, yet have strong interpersonal and teamwork skills
- Strong communication skills: writing, reading, listening and speaking
- Speak and read English fluently
- Must dress and act professionally at all times
- Must be reliable and dependable

Education & Experience

- Bachelor's degree is required.
 - One or more years' experience is preferred.
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