



Job Description

Job title:	Administrative Assistant
Location:	Ramsey, NJ
Contract:	Permanent
Hours of work:	40 hours per week
Department:	Office
Reporting to:	Office Manager

Job Purpose

To ensure administration work is carried out efficiently and effectively.

Job Role

As the Administrative Assistant, you will report to the Office Manager, and be responsible for general administration. You will also be liaising closely with the Sales Department.

Duties & Responsibilities

- Enter Sales Orders within the system when required, ensuring accuracy is maintained at all times;
- Enter all Quotes given by sales department;
- Keep the Export Log maintained and accurate;
- File and archive sales order and export paperwork;
- Set up the conference room for meetings;
- Invoicing of all Sales Orders and prepare for shipment;
- Use ERP systems to manage payment for all invoicing;
- Coverage for other admins when necessary;
- Make continual improvement suggestions and implement approved changes;
- Taking minutes when required.

You may be required to complete other tasks, as required by the business.

Person Specification

Qualifications

- No specific qualifications are required to succeed within this role



Experience

- Administrative experience
- Experience of dealing with multiple supervisors
- At least 1 year of relevant professional experience

Knowledge & Skills

- Knowledge of ERP systems
- Microsoft Office skills
- Strong attention to detail
- Excellent communication skills
- Ability to multi-task
- Additional language skills desirable but not essential

Job Requirements

Levels: 1 = basis, 3 = proficient, 5 = expert	level	Must	Nice to have	Remarks if skill not available
English spoken and written, fluently	5	X		
1 year of relevant professional experience	4	X		
Excellent communication skills	4	X		
Strong attention to detail	5	X		
Experience dealing with multiple supervisors	3	X		
Microsoft Office skills	3	X		
Knowledge of ERP Systems – Factory Master	3		X	Gained through internal training
Knowledge of ERP Systems – SmarTeam	3		X	Gained through internal training
Shipping experience	3		X	
Knowledge of Sage	3		X	
Experience using courier portals	3		X	
Additional language skills	2		X	