

## **ADMINISTRATIVE ASSISTANT- South Bend, IN**

Would you like to:

- Do what you love?
- Work with the right people?
- Make your mark?
- Get paid appropriately?
- Have time for life?

At **Abtrex Industries**, we all work together doing exactly that and we would love for you to join our company.

Since 1969, we have united the right employees who share the same values to help protect our customer's assets and the environment from the bad stuff; it is as simple as that.

Our sweet spot? We specialize in **rubber linings** and **custom fabrications**. If you want to belong to a team that does this well every day, this company's a great fit for you. At Abtrex we work together to double in size as a turnkey manufacturing and rubber lining installation company within the next 5 years. Our clients are companies processing, storage, and ancillary steel equipment that needs protection from abrasion and corrosion anywhere in the world.

We are currently looking for an **Administrative Assistant** to join our team in South Bend, Indiana. If you have administrative or office assistant experience this role may be a great fit.

You will love it here if you:

- Get it done
- Believe reputation is key
- Are growth oriented
- Focus on safety

### **Responsibilities**

You'll love coming to work every day if you have the capacity to:

- Serve as a front office receptionist and first point of contact with staff, customers, and shippers.
- Create and maintain all electronic and hard-copy correspondence as requested. Organize electronic files for easy access and review.
- Handle incoming and outgoing telephone calls diplomatically and efficiently with the highest degree of professionalism.
- Make arrangements for both domestic and international travel to include obtaining flight options, booking flights and hotels, registrations, car rentals, and

shuttle and/or car service. Must be able to professionally negotiate discounted or corporate rates when appropriate. Prepare travel files and calendar to include all details of travel, including locations and times of meetings, directions and maps, and discussion or presentation materials.

- Participate in new employee onboarding activities such as background checks, scheduling drug screens, and training videos.
- Maintain calendar and email for owner
- Maintain project files; make any changes and finalize reports and/or documents.
- Create A/R invoicing; use monthly aging reports to monitor client collection problems and take appropriate action to ensure timely payment.
- Accurately enter AP invoices and apply to job cost analysis of jobs
- Mail and track letters and packages, as well as arrange for freight shipments as required. Prepare appropriate shipping documentation with accurate details of the shipment.
- Document and maintain credit card receipts for company employees.
- Handle messages and other correspondence using voice mail, e-mail, regular postal mail, and texting.
- Accurately write and edit documents as required.
- Prepare Excel spreadsheets and other reports as needed. Maintain computer files, directories, and databases.
- Support teams with various administrative tasks
- Assumes additional duties as assigned. May include errands to post office, meal pick up, and miscellaneous supplies as needed.

## **Qualifications**

- High school graduate or GED required with previous experience working in a manufacturing environment preferred.
- Intermediate Microsoft Office skills (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Ability to maintain organization, data accuracy, and time management skills, allowing you to work on multiple projects at a time with multiple interruptions
- Ability to initiate and complete projects independently (with little or no supervision), accurately and often under deadline pressure.
- Willingness to work overtime as needed.
- Foster teamwork and collaboration across all operational functions, stepping up to assist in various tasks beyond assigned responsibilities as needed.
- Share our values of growth, relationships, integrity, and true grit.

## **About Abtrex Industries**

Our company runs on Entrepreneurial Operating System (EOS) purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Meets one-on-one with you quarterly or more, if needed
- Rewards and recognizes your performance

Hired applicants must be able to pass a drug screen and background check.

To learn more about our company culture and the recruitment process, please visit:  
<https://abtrex.com/careers/>

Pay: from \$20 an hour.

Benefits offered by the company:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance
- Short Term Disability

Job Type: Full-time