

ADMINISTRATIVE ASSISTANT- Cleveland, TX

Founded in 1969, Abtrex Industries has been delivering engineered industrial solutions for nearly 60 years. We are a leading rubber lining company specializing in corrosion-resistant systems for rail industry.

Known for engineering expertise, quality execution, and long-term customer partnerships, Abtrex helps customers extend asset life, improve safety, and reduce total cost of ownership.

We are currently seeking an **Industrial Administrative Assistant** to join our team in Cleveland, Texas.

Responsibilities:

- Serve as the front office receptionist and primary point of contact for staff, customers, vendors, and delivery personnel.
- Manage incoming and outgoing phone calls, messages, and correspondence (email, voicemail, postal mail, and text) in a professional manner.
- Maintain organized electronic and hard-copy filing systems for vendor, customer, and project documentation.
- Order and maintain office supplies and liaise with service providers/vendors.
- Prepare, edit, and finalize documents, reports, and presentation materials as required.
- Coordinate travel arrangements, including calendars, itineraries, hotel details, directions, and supporting materials.
- Post job openings, screen resumes, schedule interviews, and assist with initial onboarding activities such as background checks and drug screen coordination.
- Assist with bookkeeping functions, including accounts payable support and accounts receivable invoicing.
- Monitor aging reports and follow up on outstanding client payments to support timely collections.
- Maintain and track inventory records in the ERP system.
- Review employee timecards in the ERP system for accuracy and completeness.
- Perform accurate data entry and maintain records in the ERP system.
- Prepare spreadsheets, databases, and administrative reports as needed.
- Coordinate mail, courier services, and freight shipments, ensuring accurate tracking and shipping documentation.
- Participate in HR recognition team meetings to plan employee recognition activities, challenges, and rewards.

- Perform general administrative support duties and occasional errands such as post office runs or supply pick-ups.

Qualifications&Requirements:

- High school or GED with an associate degree. Your experience may be substituted for formal education.
- Minimum of 3 years' experience in an administrator/coordinator role in an industrial setting.
- Experience working with ERP systems such as Business Central or similar platforms.
- Experience and skills in bookkeeping, account payables and receivables.
- Experience with hourly online recruiting, resume screening, interviews, and initial onboarding activities.
- Experience working in manufacturing, production, rail, or field service environments preferred.
- Intermediate experience with Microsoft Office skills (Teams, Word, Excel, Outlook)
- Excellent written and verbal communication skills.
- Willingness to work overtime as needed.
- Ability to initiate and complete projects independently (with little or no supervision), accurately, and often under deadline pressure.
- Knowledge of American Association of Railroads (AAR) regulations is an asset.
- Spanish language skills are considered a plus.

About Abtrex Industries

Our company operates on the Entrepreneurial Operating System (EOS), meaning you can expect leadership that provides clear direction, ensures you have the tools and support needed to succeed, acts in the best interest of the team and company, and delegates responsibilities appropriately. Our leaders take the time to understand your role and how your work contributes to the organization, set clear expectations, meet with you one-on-one, and consistently recognize and reward strong performance.

At Abtrex, our core values guide everything we do:

- Get it done
- Reputation is key
- Growth oriented
- The safe way is the Abtrex Way

Starting wage: \$20/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
- HR Recognition Platform