

The **Administrative Assistant** will primarily work as the Purchasing Agent & Receptionist, however, will assist with the Inventory Control, Sales Liaison, and Accountant/Bookkeeper, President, or other personnel as needed.

Purchasing/Receptionist (Primary job): Responsible for answering phones in a professional manner, ordering material as requested, working with vendors, obtaining quotes, generating Purchase Orders (POs), follow-up to ensure material is ordered and received on a timely basis, running errands, some light cleaning, and other duties as assigned.

May assist with other personnel (not all inclusive):

- **Inventory Control:** Responsible for monitoring and over-seeing all aspects of Inventory (beginning to end)... Analyzing inventory history, production needs and projecting material required for production needs --- ensuring material is on-hand and inventory items are manufactured on a timely basis.
- **Sales Liaison** acts as the liaison between the sales team, customers, distributors, and freight companies. They also work closely with co-workers and management. Responsibilities include generating quotes, sales orders, shipping documents (both domestic and international), tracking packages, filing, answering customer questions, and other duties assigned.

Requirements:

1. Proficient in Microsoft Office (Excel, Word, Outlook, etc...)
2. Database experience required (SAGE preferred)
3. Excellent Math skills
4. Excellent verbal and written communication skills
5. Ability to work together on a team
6. Detail Oriented – Organized
7. Ability to work under pressure to meet deadlines
8. Ability to document, record, track and analyze information
9. Ethical, Honest, Professional, and Friendly
10. 3+ years Office experience
11. Reliable, Dedicated, and Competent Individual
12. Team Player with a Positive Mental Attitude
13. Associate degree in business, accounting, or related field preferred. HS Diploma/GED REQUIRED.
14. Drivers License (with good driving record) REQUIRED
15. Pre-employment Drug Test, Background check, Post-Offer Physical Required (Perm status)



Administrative Assistant

Wages & Benefits (As Permanent Employee Status) *(including, but not limited to... Company reserves the right to make changes in the future to fit the needs of the company):*

- Hourly wages \$16-\$18 (commensurate with qualifications and proven work experience)
- Paid Training
- Bonuses (paid monthly when we reach sales goals)
- Medical insurance (BCBS 100%)
- PTO (accrued weekly)
- Various paid holidays (8)
- Employee Reward Programs (monthly & annually)
- Great work-life balance (8:00a-4:30p Monday-Friday – no weekend or variable shifts)
- Other

TO APPLY:

Email (lsuits@sollamico.com) or Mail resume, cover letter, and any significant credentials, including copy of college transcripts (if applicable) to PO Box 490, Herrin, IL 62948, ATTN: Administrative Assistant

If you would like further information regarding this position, you may email requests to lsuits@sollamico.com. Please type 'Administrative Assistant' in the subject line.

NO PHONE CALLS PLEASE!