



ATLAS METAL WORKS, LLC

48 Commerce Way, South Windsor, CT 06074
Tel. (860) 282-1030 Fax (860) 282-1140

JOB DESCRIPTION

Job Title: Administrative Assistant
Date: May 16, 2018

Location: South Windsor, CT
Reports to: Operations Manager

Job Brief

An Administrative Assistant at Atlas Metal Works (AMW) is responsible for answering calls and greeting customers as they walk in. This person must be familiar with Microsoft Office applications as well as Intuit QuickBooks.

Responsibilities

- Handling incoming calls and other communications.
- Managing both paper and electronic filing systems.
- Greeting clients and visitors.
- Updating paperwork, maintaining documents, and word processing.
- Helping to organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Maintaining office supply inventory.
- Creating, maintaining, and entering information into databases.
- Input bills and make payments to vendors.
- Create statements and review open balances through QuickBooks.
- Making the morning coffee at 9:00 am.
- Ordering and picking up the weekly Friday lunch.

Requirements

- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Proficient in Microsoft Outlook, Microsoft Word, Microsoft Excel, and Intuit QuickBooks.
- Have a valid drivers license.
- Normal work hours are 8:00 – 4:30 Monday through Friday.

Contacts

- Daily communication in person with AMW Customers, Production Manager, Operations Manager, Project Managers, Customer Service Representative and Ownership

How to Apply

- Online – www.atlasmetalworksllc.com/contact-us/
- By telephone – 860.282.1030
- In person – 48 Commerce Way, South Windsor, CT 06074