

Laird Manufacturing, LLC, a leader in the agricultural cattle feeding manufacturing industry, seeks an **Administrative Assistant** for its Service and Parts facility located in Merced, California.

The administrative assistant will provide administrative support to the Accounting department, service department and/or other departments. Duties include general clerical, receptionist and project-based work. Project a professional company image through in-person and phone interaction.

The ideal candidate will exhibit high standards, excellent communication skills, and have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role.

ESSENTIAL RESPONSIBILITIES

- Type and word-process various documents and electronic information.
- Manage, organize, and update relevant data using database applications.
- Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.
- Research and investigate information to enable strategic decision-making by others.
- Arrange and participate in meetings, conferences, and project team activities.
- Adhere to stated policies and procedures relating to health and safety, and quality management.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Answer a high volume of calls and maintain a rapid response rate according to agreed standards.
- Log information on calls received, where required and maintain detailed and accurate records.
- File data and perform other routine clerical tasks as assigned and for other departments as needed.
- Order and maintain relevant office supplies for effectiveness of personal duties.
- Operate a variety of standard office machines, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine.
- Communicate and liaise verbally and in writing between customers/suppliers/visitors/enquirers and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person, and to verbal or written instructions.

- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Perform reception duties in an efficient, professional and courteous manner.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Accuracy with 10-Key, strong knowledge in administration practices, and ability to work in a fast paced environment.
- Rely on instructions and pre-established guidelines to perform the functions of the job.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS

- Basic reading, writing, and arithmetic skills required
- Duties require professional telephone protocol, verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience
- Must be proficient in Microsoft Office (Excel and Word) and Outlook
- Strong attention to detail is required. Self-starter
- Must be extremely organized and task oriented
- Strong analytical and quantitative skills, i.e. basic Accounting
- Heavy email, E-Filing, scanning, and mailing as necessary
- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Salary commensurate with experience

Laird Mfg. offers competitive compensation package including benefits, 401(k), vacation, sick pay, growth potential, and a challenging and exciting work environment.

Laird Mfg. is an Equal Opportunity Employer.