



Job Description

Job Title: Administrative Assistant	Last Updated: 8/14/18
Department: Administrative	Direct Reports To: Director
Status: Non-Exempt	

About the Company:

ITS is dedicated to creating simple solutions to our customers complex problems. As an industrial contractor we offer a wide range of manufacturing services. Our expansive experience base allows us to take the project specifications and apply smart, innovative thinking to achieve the best production solutions both short term and long term. ITS has experienced continued growth since its inception in 2004. We attribute this sustained growth to the daily contributions of the remarkable individuals who make up our team.

Job Summary:

We are currently searching for a savvy Administrative Assistant to work onsite at our Chesterfield headquarters. The ability to work in a fast-paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment. This position will support our Project Managers, Department Managers and Ownership, working directly with our office staff to ensure all administrative tasks are efficiently and effectively implemented. Additionally, focusing to improve our Supply Chain workflow.

Essential Duties/ Responsibilities:

- Support office staff with general administrative, operational and purchasing tasks
- Plan and schedule meetings, presentations, and other office related events
- Suggest changes to office task workflow to improve efficiency
- Prepare outgoing mail and packages for office staff
- Create tasks and reminders for office staff regarding upcoming opportunities and appointments
- Manage communication of information in and out of office
- Type out correspondence letters, emails, memos, etc. (paper and electronic)
- Assist in preparation of presentation materials
- Monitor and maintain office equipment
- Ensure office is kept clean and organized at all times
- Run out-of-office errands
- Maintain positive and professional staff and client relationships
- Customer and Vendor interaction and communication on a daily basis

Job Qualifications:

- Bachelor's degree required
- 2 + years' experience as an administrative assistant
- Fast, proficient, and accurate typist
- Extensive knowledge of Microsoft applications, Google Suites and other administrative programs
- Strong sense of urgency and problem-solving skills
- Excellent customer service skills
- Self-starter who works well independently
- Ability to prioritize given tasks and work efficiently towards completing them
- Familiar with common office equipment
- Detail-oriented and exceptional organization skills
- Experience with complex file Management
- Analytic thinker
- Professional demeanor