



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

Job Title: Administrative Assistant

Our company expects all team members to uphold our core values of Respect, Accountability, Continuous Improvement, Teamwork and Ethics.

Safety	Practice Safety First... Always!
Teamwork	Offer help, ask for help, and value being a member of a strong team
Respect	Treat others as you would like to be treated
Accountability	Be on time and contribute
Continuous Improvement	Take initiative and strive to do better
Ethical Behavior	Follow our Code of Ethics and meet our high standard of professional behavior

Considerations: The Administrative Assistant supports the organization by aiding with administrative and business details. This Person must be comfortable to take initiative and continue to learn and improve upon our quality management system. They should be able to calmly and accurately manage multiple requests in what can sometimes be a fast paced, demanding environment. Having a strong work ethic and always being a team player is key. It is also important to have organizational skills and be able to prioritize workload appropriately. Must be focused on helping the organization achieve the quality objectives.

Reports to: Internal Support Team Leader

Purpose: The primary purpose of this position is to ensure that all internal and external customers and vendors are greeted with the highest respect. It is also important that this person professionally assist with administrative tasks and be flexible to take on other projects as assigned.

Primary Duties:

Administrative Tasks

- Meet & greet visitors and clients in person and on the phone
- General clerical duties including photocopying, fax and mailing
- Schedule and coordinate company lunch events & birthday cards
- Open, sort and distribute incoming correspondence and scan to appropriate inbox
- Maintain office equipment
- Update daily log

A/R Responsibilities

- Send Invoices and monthly statements
- New account set up including and not limited to credit and tax forms
- Complete credit checks being done on existing customers
- Billing
- Collection and deposits
- Update CRM database contact information and other applicable documents

Inventory

- Assemblies for Conversion and Production reports
- Receiving



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- BOM

Accounts Payable

- Enter invoices for receipts processed
- Enter invoices for freight bills

Purchasing

- Communicating with vendors to update status of purchase orders placed
- Confirming orders have shipped as expected and updating computer with ship date and tracking numbers
- Place non-Stocks Purchase Orders order office supplies and warehouse supplies

Other Responsibilities

- Do monthly updates for Contract Pricing
- Schedule interviews
- Call on customers for pick-ups

Additional Duties:

- Various projects as assigned by manager/supervisor
- Updating CRM with Midwest Food Processors book. Entering each company as prospect and adding each employee, title, phone, fax, etc.
- Helping Customer Service with mass emails. I go into the list she sends me and either opt out people from receiving emails, check and see if the email address is correct or if someone is no longer with company, etc.
- Additional projects as assigned by management

Safety:

- Safety in mind at all times
- Engaging in ergonomic stretching

Skills:

- Experience with ERP, preferable Sage 300
- Experience with CRM, preferable Sage CRM
- Strong Communication skills
- High School Diploma or GED
- Good keyboard skills
- Good familiarity with PC and all Microsoft Office Programs

Benefits

- Two fifteen-minute paid breaks per day
- 10 paid holidays
- Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
- 401k, 3% employer match