

AIRMATIC INC, a Malvern, PA-based distributor of industrial equipment and machinery, is recruiting a **permanent Part-Time Administrative Assistant** for our Malvern headquarters to assist in or perform a range of typing, scanning, data entry and clerical activities. The successful candidate must have excellent interpersonal skills and be outcome-oriented. 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 forward.

RESPONSIBILITIES:

- Perform secretarial and typing duties
- Process and scan AR checks and other Customer and Supplier documents daily
- Process daily incoming and outgoing mail and other clerical duties
- Assist in maintaining Customer databases and Prospect mailing lists
- Generate Marketing and Sales activity reports

POSITION REQUIREMENTS:

- Intermediate to advanced experience in MS OFFICE SUITE (OUTLOOK, WORD, EXCEL)
- Excellent oral, written, listening, and interpersonal communication skills
- Detail oriented and well organized, with ability to prioritize
- Self-motivated with a strong sense of urgency
- Work multiple tasks at one time
- Willing and able to work independently or in a group environment
- Team oriented

COMPENSATION:

Hours: 9:30am to 2:30pm (flexible)

Position Open: 3 January or sooner

Salary: \$15.00/hr

AIRMATIC HIRING PROCESS:

Qualified applicants are required to submit a cover letter with a resume. Candidates will be required to complete Cognitive Ability Tests, Behavioral Assessments, and Skill Level Assessments in Typing Speed and Accuracy, and in MS Office Products to demonstrate proficiencies. A Screening Service Company is used to validate information provided. Success in these initial stages of the process move Candidates to a Telephone Interview by our Marketing Director followed by an In-Person Interview by our Hiring Team.

ABOUT OUR COMPANY

AIRMATIC is a fourth generation, woman-owned company founded in 1944. To learn more, visit us at <http://www.airmatic.com/company-overview-html/>.

NOTE: All AIRMATIC Facilities are non-smoking, and the Company makes no accommodations for smoker