

JOB TITLE:

Administrative Assistant

AIRMATIC INC, a Malvern, PA-based distributor of industrial equipment and machinery, is recruiting an Administrative Assistant for our Malvern headquarters to assist in, perform or supervise a range of Administrative Assistant duties for the C-Level and other Company Directors. 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 for CEO, Department Directors and staff
- Process daily incoming and outgoing mail and other clerical duties
- Maintain Customer databases and Prospect mailing lists
- Perform Customer Service activities for select Accounts
- Maintain CEO's and Directors' professional calendars, and schedule and manage CEO's and Directors' personal calendars for social events, medical appointments, restaurant reservations, travel arrangements, etc.
- Assist with processing and scanning AR checks and other Customer and Suppliers documents
- Maintain inventory and purchase all office supplies
- Assist Marketing with literature fulfillment, travel arrangements and tradeshow arrangements
- Coordinate maintenance of office equipment both preventive and repair
- Greet and direct visitors
- Research internet for products, price comparisons, and travel costs
- Execute personal errands as required
- 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
- Handle sensitive information with integrity and confidentiality
- Willing and able to work independently or in a group environment
- Team oriented

Experience: 3-5 Years

Education: Business or Liberal Arts Degree; Marketing or Communications Degree a plus

COMPENSATION:

Hours: 8:30-5:00; Monday – Friday

Salary: \$40,000 - \$43,000 (based on experience)



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Benefits: Package includes medical, dental, vision, life insurance; SEC 125 Flex Benefits Plan; 401(k) Plan; and Profit Sharing.

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 <https://www.airmatic.com/company-overview-html/>

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