

Job Title: Administrative Assistant, III (Executive Assistant)
Location: Fredericksburg, Virginia
Status: Full-Time / Hourly
Reports to: General Manager, Tool Products Division

Description of Job Duties and Responsibilities:

- Performs administrative duties for the General Manager of the Tool Products Group Division
- Responsibilities may include screening calls, making travel arrangements coordinating
- Regularly works independently of others and is routinely required to perform moderately complex tasks and projects
- Assumes a leadership role in identifying and implementing administrative processes and procedures for both Tool Products Group. Maintains an up-to-date position related procedure manual and ensures that work instructions are revised as necessary
- Coordinates on and off-site meetings and seminars, phone conferences and webinars. Works with the Marketing department in the coordination and planning of trade shows and sales meetings. Organizes and schedules US participation of international grinding symposium, motion and sales meetings at our sister companies or locally, and accompanies group when requested. This may include arrangement of facilities, centers, coordinating invitations, organizing speakers and controlling of the budgets. Prepares agendas, mailings/notices, minutes, and resolutions of the meetings
- Maintains and coordinates in-house customer training schedule in conjunction with Applications Manager. This includes communications with customers regarding updates to training schedule, contacting customers regarding travel arrangements, payment, cancellation's and confirming attendance for classes
- Records customer purchase orders and prepares and records calculation sheets for invoicing of application paid service
- Follows up with Regional Sales Manager's and internal staff on tasks completed on open projects
- Maintains communications with Distributor (Dealer) Representatives, updates Representative Manual compiles and reports Sales Representative targets for incentive program
- May prepare PowerPoint presentations for VP/Sales Managers for a variety of meetings
- Conducts research, compiles and types statistical reports. Maintains and updates appropriate databases and forms as needed for the department. Composes and types routine correspondence. Organizes and maintains file system, and files correspondence and other records
- May be asked to compose simple machine quotes for customers as needed
- Is an active member of the Organization Support Team
- Orders and maintains supplies, and arranges for equipment maintenance

Minimum Qualifications (Education, Experience in Related Field, Skills, etc.):

- Associate's degree and 7-10 years of experience in an high level administrative capacity or equivalent combination of training and experience
- Must possess intermediate to advanced level skills in software associated with word processing (Word), spreadsheets (Excel), presentations (PowerPoint), database management, and scheduling/project management software (Microsoft Outlook, Microsoft Project)

- This position calls for a high degree of professionalism, flexibility, excellent interpersonal skills, the ability to maintain confidentiality and work well with all levels of internal management and staff as well as outside clients and vendors
- Requires meeting and event coordination experience
- Experience in customer relations - solving customer problems and appeasing difficult customers.
- Proven experience and leadership in managing and implementing work flow processes and identifying opportunities and problem solving methods for increasing efficiencies of procedures
- Incumbent must have excellent organization skills, be able to multi task and work effectively in a fast paced environment

Preferred Qualifications (Certificates, Training, Licenses, and Experience):

- Bachelor's degree
- Tradeshow coordination and participation experience
- Public Speaking and Presentation skills
- Project Management experience
- Supervisory Experience
- Certified Professional Secretary®(CPS®) rating or Certified Administrative Professional® (CAP®) rating through IAAP (International Association of Administrative Professionals)

Other (Supervisory Responsibilities, Physical Demands, Travel):

- This position may supervise one or more employees. Supervisory responsibilities include interviewing, hiring, training, development; assigning, planning and directing work; appraising performance and establishing SMART goals; rewarding, disciplining, addressing complaints and resolving problems
- Occasional International and Domestic overnight travel may be required

If you are interested in applying for this position, forward your resume to:

United Grinding Technologies, Inc. Human Resource Department

Email: applicant@grinding.com or

Fax: 937-859-6911