

Administrative Assistant

A leading industrial technology distribution company is looking for an Administrative Assistant

Are you looking for the best next move in your career? Do you want to work for a Company that pledges and provides a working environment which allows each member of our team the opportunity to reach his or her full potential through responsibility, training, education, recognition, and reward? Do you want to work for a company that uses their people as strategic drivers to deliver strategic outcomes? Well, look no further...we are a leading industrial technology distribution company and we want YOU to join our team and become a key factor in making you, and us, a leader in the industry.

Western Integrated Technologies (WIT) is a full line distributor of mobile and industrial hydraulic, fluid conveyance, and automation products. Since 1969, WIT has supplied custom-engineered solutions to many industries such as power generation, aerospace, on and off-road truck, and agricultural. WIT is a manufacturer and integrator of fluid power, electrical, and mechanical systems incorporating the latest software and controls.

Minimum Educational Requirements:

1. High School Diploma, GED, or Some College

Supervisory Responsibilities:	No
Salaried/Hourly Position:	Hourly
Classification:	Non-Exempt
Amount:	DOE
Reports to:	Branch/Department Manager
Traveled Required:	No

Typical Job Duties and Qualifications:

1. Proficient use of MS systems; Excel, Outlook, Word and Web Based Programs
2. Excellent Oral and Written communication skills
3. Must be team oriented, detail oriented and able to multi task
4. Data entry and database operation
5. Answer phones – take messages including, date, time, phone number detailed message.
6. File – daily.
7. Reports – run transfer S/O reports and transfers from other branches and unconfirmed pick tickets
8. Customer Service – help customers at front counter.

9. Kubota Data Entry – enter orders in a timely fashion.
10. Daily remittances and Invoicing
11. Check open orders the third week of each month for missing items or unshipped items.
12. Daily printing and production order processing
13. Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

We will reward your hard work by offering a comprehensive salary, benefit package (medical, dental, vision, disability, cafeteria plans, and life). We have an Employee Assistance Program (EAP), Wellness Program, tuition reimbursement, generous PTO plan along with a paid day off for your birthday. We also offer a variety of training programs.

WIT offers a 401(k) plans through John Hancock (Pretax or post tax) with company matching.

Western Integrated Technologies is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, disability, military status, or national origin or any other characteristic protected under federal, state, or applicable local law.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are a Company that believes in developing our people. We are deeply invested in the success of our employees and continually provide innovative career building opportunities. Our employees believe in our Company and love the environment. **Make this the next step in your career and apply today. Please e-mail your resume and cover letter to the email address provided. We look forward to learning more about you and will respond to qualified candidates.**

- Principals only. Recruiters please don't contact this job post.
- Do NOT contact us with unsolicited services or offers.