

ENGINEERING ADMINISTRATIVE ASSISTANT

Under the supervision of the Process Engineer, the Engineering Assistant is responsible for expediting all Vendor Purchase Orders, Inspection Reports, performing Job Closeouts and making Job Packages. This position is Monday – Friday, 8:00am – 5:00pm.

SKILLS AND QUALIFICATIONS:

- With limited supervision and quality work ethic, functions as a member of a customer-driven quality team whose goal is to ensure that product quality requirements established by the customer have been achieved.
- Superior communication skills, both verbal and written, and ability to develop teamwork among staff.
- Must be diplomatic and possess good human interaction skills.
- Holds oneself accountable for doing whatever is needed to meet the commitments made around project outcomes.
- Ability to multitask using the appropriate level of priority setting.
- Maintains adequate levels of performance and motivation despite job tasks that are routine, repetitive, and/or non-stimulating.
- Ability to work well under pressure, to adhere to deadlines and the ability to be flexible.
- Thorough operational knowledge of computer, copier/printer, and phone.
- Ability to keep record of time spent and material used.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to prioritize and organize.

EDUCATION AND EXPERIENCE:

- High School diploma or GED.
- Minimum 3 years previous experience.

JOB BENEFITS:

- Vacation
- Personal Days
- Holidays
- Health
- Dental
- Vision
- 401(k) Plan

Employment is contingent upon successful completion of a pre-employment drug screening.

Advantech Industries is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process please call Human Resources.

*If interested, please reply with resume or visit our website to fill out an online application at - <http://www.advantechindustries.com/careers.html>