

POSITION POSTING

Position Title: Repair Operations Administrative Assistant Normal hours: 7a.m. – 3:30p.m.
Location: **South Shop** 40 hrs/wk
Reports to: Repair Manager

Job Summary

This position will support the Repair Operations and provide backup to reception area.

ESSENTIAL FUNCTIONS

- Enter job expenses into Mapics database.
- Enter required information into Mapics including job orders, Timesheets, purchase orders and inventory parts.
- Provide motor repair reports.
- Order parts.
- Handle customer, vendor & repair operations requests.
- Backup for reception area.
- Filing.

SECONDARY FUNCTIONS:

- Support and cooperate in company-wide Quality Management effort.
- Basic office functions including but not limited to; filing, copying, scanning, etc.
- Support other Repair Operation groups as requested.
- All other duties as assigned by supervisor.

REQUIREMENTS:

- High School diploma or equivalent.
- Basic knowledge of accounting procedures.
- Strong interpersonal written and verbal communication skills.
- Proper phone etiquette and phone skills.
- Excellent database entry skills.
- General office skills including filing.
- Knowledge of basic office equipment.
- Good organizational skills.
- Able to interpret information on job cards
- Able to assemble professional repair reports in a timely manner.
- Strong PC skills, with proficiency in Word, Lotus Notes, Microsoft Excel, and Mapics.
- Experience with UPS, freight, bills of lading.
- Prior multi-line phone experience
- Familiar with and able to use basic hand tools.
- Forklift certified or able to obtain certification
- Valid driver's license; insurable

WORKING CONDITIONS:

- General office environment.
- Manufacturing environment; uneven or slippery walking surfaces.
- Outdoor environment can vary depending on season.

OTHER REQUIREMENTS:

- Fluent in English (reading, writing, speaking).
- Able to follow all safety requirements and use/wear applicable PPE.

If you or someone you know is interested in applying for this position please submit a written application to Marsha Wadzinski, HR Department, by 11/15/13. Applications received after this date or not in written form may not be considered.

L&S Electric is committed to providing Equal Employment Opportunities to all employees and job applicants regardless of race, religion, color, sex, age, disability, national origin, veteran status, sexual preferences or marital status, in any personnel action.

11/20/2015