

Job Description



Administrative Assistant

JOB POSTING – Progressive Crane Cleveland, OH

Position Summary

The Administrative Assistant position provides administrative and secretarial support for the branch. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization.

Job Duties

1. Professionally administer all incoming calls
2. Ensure phone calls are redirected accordingly
3. Type memos, correspondence, reports, and other documents
4. Perform a variety of clerical duties
5. Will take and retrieve messages for various personnel
6. Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information
7. Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
8. Assists in the ordering, receiving, stocking and distribution of office supplies
9. May also assist with other related clerical duties such as photocopying, faxing, filing and collating
10. Other duties as assigned

Education

A high school diploma or GED is required

Experience & Skills

- Excellent phone etiquette
- Punctual
- 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience
- Ability to work independently on assigned tasks as well as to accept direction on given assignments
- Requires solid written and verbal communication skills
- Demonstrated mechanical aptitude
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

Travel

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to careers@mazzellacompanies.com or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:
Human Resources
Mazzella Companies
21000 Aerospace Parkway
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.