



## ADMINISTRATIVE ASSISTANT

### SUMMARY

This position is responsible for several duties including, but not limited to reception, word processing, facilitating travel arrangements, clerical functions and overall departmental support. This position is exposed to administrative and office support activities for multiple supervisors and responsible for minor office equipment facilitation & training. Strong communication skills internet research abilities and proficient software skills are required, including advanced capabilities with Microsoft Office Excel, PowerPoint and Outlook. Successful experience with SQL Databases and/or Sales Force would be considered as an advantage in this position.

### TRAVEL AND WORK CONDITIONS

This position will be located at our ECM USA, Inc. office in Pleasant Prairie, WI.

### JOB DUTIES AND RESPONSIBILITIES *(general but not limited to)*

- **Travel Arrangements:** Arranges travel for all ECM USA Inc. and affiliates' travel needs; prepares cost-effective travel plans by negotiating Company-discounted rates; modifies travel for employees; tracks the cost of travel per department and provides Management with a report for their department to monitor costs; and creates itineraries for large travel events.
- **Clerical:** Drafts and edits Company documents including communication to Customers, internal procedures and presentations; attends various meetings and supplies a proper summary to all meeting attendees; maintains office inventory and initiates orders as needed; manages Company accounts including business cell phones, international calling, IPASS, printing and postage; and frequently investigates competitive options to ensure the Company is remaining cost-effective.
- **Reception:** Fields telephone calls; takes and records meeting notes; maintains cleanliness of the entire office; receives and directs visitors; records appointments for conference rooms; provides refreshments for guests; and routes incoming mail.

### ADDITIONAL EXPECTATIONS *(general but not limited to)*

- Advanced knowledge of Microsoft Office Suite, notably Excel (including building Macros with VBA), PowerPoint and Outlook.
- Experience with SQL databases would be considered as an advantage in this position.
- Assists with the planning and execution of Tradeshows and other events.
- Provides support among each department as requested by the Management Team.
- Excellent communication skills including telephone and email, in addition to excellent listening capabilities.
- Goal oriented, ambitious, extremely motivated.
- Ability to accept direction and correction from multiple Managers.
- Team oriented, people oriented and a relationship builder.
- High energy level, multitasker, self-starter especially when there is downtime between assigned tasks.

### REQUIRED EDUCATION AND EXPERIENCE

- Degree in related field or 1+ years of relevant work experience.
- Proficient experience with Microsoft Office (notably Outlook, Word, and Excel).
- International travel arrangement experience is preferred.
- English Fluent. Language skills in French or Spanish will be considered as an advantage in this position.

**Job Type:** Part Time, Non-Exempt 24-30 hours per week

**Career Level:** Experienced (Non-Manager)

**Years of Experience:** 1+Years

**Benefits:** None

**Required Proficiency:** MS OFFICE SUITE, WINDOWS

All employment candidates may be required to pass a background check including: drug screening, criminal background check, possession of valid driver's license and possession of valid passport when necessary. ECM USA, INC., Inc. is an Equal Opportunity Employer. We will make every effort to consider applications for all available positions and shall use one or more of the contact methods and addresses indicated in resume or online application. Indicated location may be proximate or may be desirable point of embarkation for paid or unpaid relocation to another venue. Job descriptions may fit single or multiple presently available or anticipated positions and are NOT an offer of employment or contract implied or otherwise. Described compensation is neither definite nor precise and may be estimated and approximate and is negotiable depending on market conditions and candidate availability and other factors and is solely at the discretion of employers. Nothing herein is or may be considered a promise, guarantee, offer, pledge, agreement, contract, or oath.