

Techshot, Inc.

Position: Corporate Administrative Assistant
Reports To: Administrative & Contracts Manager
Education Requirement: High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

SUMMARY - This is a very **DETAIL ORIENTED** position which acts in a support capacity for the Administrative & Contracts Manager, as well administrative assistance to the engineers. It is imperative that minute details be attended to in the manner appropriate for the situation. Excellent written, oral and interpersonal skills are required because our communications, in any form, represent performance to the customer. Flexibility, diversity, organization and initiative are traits highly useful in this position.

DESIRED ATTRIBUTES:

- Self-starter
- Self-disciplined
- Good organizer and planner
- Highly motivated, enthusiastic, creative and independent
- Excellent communication skills, both written and verbal

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- ❖ **HUMAN RESOURCES**
 - ❖ Place ads for available positions
 - ❖ Track candidate resumes, interviews, and employment offers
 - ❖ Prepare welcome packages for new hires and assist new employees with required paperwork
- ❖ **BENEFITS**
 - ❖ Prepare benefit enrollment form packets for new hires
- ❖ **PROPOSALS**
 - ❖ Create and maintain proposal templates for Business Development Managers
 - ❖ Assist Business Development Managers with preparation and submission of proposals
 - ❖ Submit proposals through various government electronic sites to ensure they comply with administrative guidelines
 - ❖ Store completed documents in document tracking system for easy retrieval
- ❖ **GENERAL ADMINISTRATIVE**
 - ❖ Assist Administrative and Contracts Manager with daily activities, organize and prioritize when appropriate
 - ❖ Assist with Corporate functions
 - ❖ Automated Telephone Service
 - ❖ Travel Arrangements and Tracking
 - ❖ Monthly Meetings
 - ❖ Prepare Agenda for each meeting
 - ❖ Assist with preparation of Key Metrics Report each month
 - ❖ Assist with preparation of Project Report each month
 - ❖ Distribute handouts to employees prior to each meeting
 - ❖ Drafting Correspondence - From time to time, information, equipment, etc. will be sent to customers, vendors, etc., and a cover letter should accompany each package. The ability to draft a simple cover letter, Letter of Transmittal, etc. will be required.
- ❖ In addition to these standardized responsibilities, assistance with additional tasks deemed suitable by the Administrative & Contracts Manager will be requested from time to time. Detailed instructions will be given in accordance with each task.

To apply, please email your résumé to: careers@techshot.com

Or mail to: Human Resources Department, Techshot, Inc., 7200 Highway 150, Greenville, IN 47124