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## Job Description

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**Department:** Standard Machine Mold Company  
**Job Title:** Administrative Assistance  
**Reports to:** Tooling Manager

**General Description:** Performs administrative and office support activities to support the Tooling manager and Tool room Supervisor.

### Key Duties/Responsibilities:

- Provide professional customer contact, communication and support as the primary point of contact for Tool Shop customers.
- Learn the M1 software system. Enter, maintain and update data to ensure all the information in the system is accurate and current. Ensure associated documentation and prints are tracked and recorded.
- Set up new Tool Shop part numbers, create Jobs and travelers for Tool Room correspond with repair tickets that have been generated.
- Follow established procedures prior to closing projects to ensure all information is compiled, complete and accurate.
- Maintain regular and consistent communication with supervisor, tool shop lead and others to ensure all department data and documentation is current.
- Maintain Tool Shop Job schedule
- Prepare, label and ship product as appropriate. Ensure appropriate paperwork (including purchase orders and prints) are correct and accounted for.
- Receive incoming products and appropriate paperwork. Enter into ERP (APPX) system.
- Collaborate with accounting and purchasing to ensure prompt vendor payment prior to month close.
- Maintain documentation on pack lists for vendor AP invoice verification.
- Generate data indicating mold quote verses actual cost weekly.
- Maintain inventory on required material for the Tool Shop
- Assist department manager with weekly employee timesheets as necessary
- Demonstrate regular and consistent attendance

### Additional Duties & Responsibilities:

- Other jobs requested by management
- Collaborate with assigned back up for the position
- Learn how to read and understand blueprints
- Assist others in learning M1 and other department procedures so that a back-up is available

This job description and related documents are intended to describe the general nature and level of work to be performed. This is not an exhaustive list of all duties and responsibilities. Management reserves the right to amend and change the job description as necessary to meet business and organizational needs.

## **Prerequisite Qualifications:**

- Minimum of a High School diploma or equivalent education. Post-secondary education is desired.
- Minimum of three years administrative experience preferably in a manufacturing environment
- Experience working in or with a tool shop/ machine shop is desired
- Knowledge of materials used in tooling/machining processes also desired
- Demonstrated successful administrative experience in a deadline-driven environment juggling many administrative priorities.
- Professional and proactive; able to work well independently or as part of a team
- Strong communication skills
- Clerical skills
- Able to prioritize and manage multiple priorities
- Excellent verbal and written communication skills
- Strong organization and time management skills attention to detail
- Proficient in Microsoft Office Suite particularly MS Word, Excel and Outlook
- Familiarity with M1 of APPX software systems very helpful

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