

KYUNG DONG AMERICA, INC.

Job Title: Administrative Assistant

Department: Administration

Global manufacturer are looking for an Administrative Assistant in plumbing and HVAC industry of North American market.

Position Overview

This Administrative Assistant will be responsible for general administrative support to managers and staff in the office. This is a flexible, part-time position.

Essential Job Functions

- Coordinating and organizing meetings, events, and other activities
- Data entry and verification Clerical duties that will included mailing, faxing, copying, and filing
- Accounting administrative support
- Proofreading own work and work prepared by others; editing and formatting work prepared by others; and checking grammar, punctuation, term usage and general readability
- Organize client and internal correspondence
- Manage facilities-related responsibilities
- Light phone reception responsibilities
- Scheduling travel and meeting management for the president and the executive team
- Other Duties as assigned

Requirements

- High school diploma or higher
- Excellent communication skills and a do attitude
- Strong organizational and time management skills
- Knowledge of Microsoft Office especially Word, Excel and PowerPoint
- Ability to import and/or convert documents from other programs, prepare PDFs, scan, etc.
- Working knowledge of (or desire/ability to learn) database and scheduling software (e.g., Access, ACT)
- Solid knowledge of office procedures and equipment
- Excellent typing/word processing skills
- Strong writing/editing skills including grammar, spelling, and punctuation skills with experience in editing and proofreading
- Ability to work in a fast-paced, high-pressure environment while remaining service-oriented and maintaining a positive, helpful attitude
- Willingness and ability to work overtime, sometimes on short notice
- Dependability, flexibility and ability to work with people at all levels in the firm
- Strong focus on producing high quality work and continual quality improvement

KyungDong America, Inc. offers the training, tools, and support to make our employees successful. Please forward your resume along with contact information to clarajo@aqenergy.com or fax it to 949-955-9229.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.