



## **Employment Opportunity**

### **Administrative Assistant**

We are looking for a self-directed office administrative assistant. We offer a friendly work environment and the chance to get experience in small business operation. This is an opportunity for someone to build on basic skills to fulfill a vital role in our company. This position is full time with annual personal time off and employer assisted health insurance program. This is a 40hr/week on-site job with flexible hours between 7am and 5pm. Infrared Industries (IRI) is located in Hayward by Clawiter and Enterprise (near San Mateo Bridge) at 25590 Seaboard Lane, Hayward, CA 94545. IRI specializes in manufacturing gas analyzers that are used in a wide range of industries.

We are a small company and use a supportive collaborative approach. Good verbal and written communication skills are required. Our ideal team member is a hands-on learner who asks questions and retains information while also reliably following directions and maintaining standards.

#### **Duties and Responsibilities**

- Invoice customers from sales orders
- Generate shipping and customs paperwork
- Monitor receivables and follow-up when overdue
- Collaborate with others and have the flexibility to perform other tasks as needed.
- Answer and route phone calls
- Receive supplies
  - Scan packing list for payment
  - Process the supplies as received in the inventory management system
  - Place supplies in inventory
- Perform monthly inventory counts
- Monitor open Purchase Orders and stay current on due dates.
- Review Build of Materials and update as needed.

#### **Minimum Qualifications**

- High School Diploma or GED required
- At least 3 years of general office experience
- Familiarity with Microsoft Office programs (e.g. Word, Excel and Outlook).
- QuickBooks experience desired.
- Proficient at English
- English proficiency (verbal reading and writing)
- Some on the job training will be provided.

Please respond to the email [info@infraredindustries.com](mailto:info@infraredindustries.com)