

245 Log Canoe Circle
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Administrative Assistant/ Receptionist

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www.sauerusa.com

A rapidly growing international market leader is seeking a top performer for their Administrative Assistant/ Receptionist role. This key position provides front desk reception duties for the office including answering and routing phone calls as well as greeting and directing customers and visitors. This is an exciting opportunity to work for a stable, family oriented, business with a tremendous culture and team environment.

Administrative Assistant/ Receptionist Duties and Responsibilities:

- Receiving visitors at the front desk by greeting and directing them appropriately
- Answering, screening and forwarding incoming phone calls
- Maintaining office security by following procedures and controlling access via the reception desk (ensuring information is completed in visitor log book)
- Preparing reports, collecting and analyzing information and assisting with presentations
- Assisting Sales Team with data entry into CRM system
- Ordering office supplies and researching new deals/suppliers
- Filing and other clerical duties
- Aids in the planning and execution of meetings and events
- May be asked on occasion to perform other duties not related to this job description.

Expectations:

- Detailed Oriented
- Team Player
- Ability to multitask, and handle a variety of inquiries with knowledge and tact
- Strong organizational and communication skills

Administrative Assistant/ Receptionist Education and Experience

- High School Diploma required
- 3+ years of experience in an Administrative Assistant role, or similar
- Advanced skill level with Microsoft Office Suite; Word, Excel, PowerPoint and Outlook
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available