

**ADMINISTRATIVE ASSISTANT/DOCUMENT CONTROL
ADMINISTRATION DIVISION**

JOB SUMMARY:

Work with the Division Manager-Administration on various administrative required processes and document control. Coordinate with HR to identify all company policies and review existing document/prepare written official document for approval. Assist with reporting requirements to meet applicable schedules. Assist with various internal programs to assure on-going programs are efficient and effective.

SCOPE:

To assist in documentation of policies, procedures, etc. Assist with preparing reports and coordination of various functions within Administration division.

ESSENTIAL FUNCTIONS:

- 1 Assist Division Manager, Administration, in the preparation of reports and identification of material needs of the divisions.
- 2 Document and revise written company policies and procedures.
- 3 Coordinate with Data Automation to get policies and procedures posted in designated central location for all members to access.
- 4 Organize Admin/Accounting documents and arrange for appropriate archiving of digital files and destruction of physical documents at the correct time.
- 5 Assist with coordination of administrative functions as needed, both within Administration division and with other divisions.
- 6 Provide suggestions for improvements in processes and efficiency
- 5 Set up and maintain tracking system for various administrative reports.

ADDITIONAL DUTIES:

- 1 Provide suggestions for improvements in processes and efficiency
- 2 Assist in the preparation of reports and translations for meetings and official discussions (mainly Japanese to/from English) to minimize communications discrepancies.
- 3 Assist with other functions (HR and AR) as needed.

RESPONSIBILITIES AND AUTHORITY:

- 1 **Employee Relations Activities:** Must facilitate good working relationships and conditions among subordinates, and support these efforts among the divisions.
- 2 **Business Contacts:** Contacts with persons inside and outside the company, where matters discussed require resourcefulness, tact and a working knowledge of policies, practices, and procedures, maintaining all confidential company information as private.