

## **Administrative Assistant**

Industrial Tech Services – Shinmei Division - is a Systems Integrator which manages projects related to modification of machine-to-machine conveyor systems and design & fabrication of custom-made equipment to OEM and Tier 1 automotive manufacturing plants.

### **Responsibilities**

- Use ERP system (Microsoft NAV) to setup new projects, invoice, etc.
- Create and maintain filing systems, both electronic and physical
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Function as a point of contact for some internal and external stakeholders.

### **Requirements/Skills**

- Bi-Lingual (Japanese/English) – *Not required but a plus*
- Proficiency in MS Office (MS Excel in particular)
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem-solving skills

At Industrial Tech Services, we believe our success is as much a result of our employees as the products we sell. That is why we seek bright and motivated people for our growing team.

We offer a comprehensive benefits package, including:

- Health, dental and life insurance
- Vacation and sick time
- 401K with company matching program.

Thanks for thinking of Industrial Tech services as the kind of company you would like to work for!