

Administrative Assistant

Under general supervision but primarily acting on own initiative, perform a wide variety of functions to directly support the Sr. Vice President of Sales and Marketing. Plan, organize and perform varied, diversified and administrative work which supports the successful completion of department functions, goals and objectives.

Responsibilities:

- Coordinates travel and itineraries for identified managers, including air, hotel, and car using standard company policies.
- Coordinates the scheduling of meetings for the department, compile and distribute agendas, set up rooms and catering as necessary. Ensures timely and efficient changes in schedules and communication across key participants.
- Track and code all department invoices for approval, verify against receipt of goods/services and ensure proper coding prior to processing by finance to General Ledger.
- Works closely with both internal and external customers to meet their service needs.
- Receives, screens, and/or selectively refers callers.
- Processes expense reports for identified managers, purchase card reports and invoices per company procedures, in a timely manner.
- Assists with the coordination of time sensitive distribution material to sales and marketing teams.
- Updates and maintains moderately complex organizational charts, region contact forms and function specific databases.
- Prepare and update various spreadsheets for department.
- Responsible for ordering, tracking and maintaining supplies.
- Acts as an information source on departmental processes.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree preferred, with 5+ years office administrative support experience to senior management or equivalent combination of education and work experience.
- Exceptionally strong PC based software skills, (including MS Word, Excel, power Point & Outlook) to complete assignments that include: reports, formal correspondence to management, presentation materials, inter-office memos, and other business-related correspondence and record keeping.
- Strong organizational, multi-tasking and time management skills.
- Excellent communication skills in order to work with customers and all levels of management, vendors and other business partners.
- Ability to use problem solving and advanced judgment skills to make decisions in situations where there are no established procedures.
- Ability to be time and task flexible and work in a fast-paced environment.
- High degree of accuracy, attention to detail and confidentiality.

About Hub Pen Company

Hub Pen Company has been in business for 60 years. We continue to grow with increased sales year over year and are looking to grow our family of employees.

Please send a copy of your resume and cover letter to employment@hubpen.com

Hub Pen Company is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.