



ADMINISTRATIVE ASSISTANT

COMPANY DESCRIPTION:

Acrymax Technologies Inc. has manufactured high-performance coatings since 1951. We offer solutions for our clients through engineering, formulating, manufacturing, and marketing protective coating systems and fluid applied roofing systems. Acrymax specializes in elastomeric materials and focuses on safe-to-use water-based technology. Our coatings and systems have been used successfully in markets that include construction, roofing, historic preservation, OEM, aerospace, marine, and corrosion-control.

JOB DESCRIPTION:

Assist in the smooth operation of the Acrymax front office.

Duties will include:

- Greeting visitors – vendors & customers
- Answering incoming calls in a pleasant and friendly manner
- Direct callers appropriately
- Perform clerical and administrative functions such as drafting correspondence, data entry, organizing and maintaining paper and electronic files, and providing information to callers
- Maintain current, organized, accurate database, filing and reporting systems
- Place with vendors and enter orders from customers
- Process shipping documents
- Contribute to the team effort by accomplishing related functions as needed

Qualifications:

- Ability to multi-task
- Effectively utilize Microsoft Office
- Proficient in computer skills
- Strong interpersonal skills.
- Enthusiastic about working for a growing small company.
- Experience with QuickBooks software a plus.

HOW TO APPLY:

Applicants should email resumes to info@acrymax.com indicating interest in applying for an Administrative Assistant position in the subject line.