

WASHINGTON MILLS

JOB OPENING: Administrative Support Specialist

**Washington Mills Electro Minerals Corporation
1801 Buffalo Ave., PO Box 423, Niagara Falls, NY 14302
(716) 278-6600**

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets. We are seeking an energetic and experienced Administrative Support Specialist for our Niagara Falls, N.Y. facility, well-situated between the U.S. and Canadian border.

Job Description

The Administrative Support Specialist plays a pivotal role in our day-to-day operations. Acting as an office administrator and critical resource for our team of salaried professionals, this role demands an individual with highly developed interpersonal skills and a strong attention to detail. The Administrative Support Specialist is also in part responsible for managing purchase orders, billing, and sales inventory. Qualified candidates must have a proven track record of success maintaining meticulous archives and develop quick delivery systems to respond to customer and staff request for records. This position reports to Plant Manager.

Essential Functions

- Greet and assist office visitors.
- Inventory and restock office supplies.
- Receive, sort, and distribute mail.
- Issue employee gate passes.
- Daily maintenance of the office lunchroom.
- Routinely inventory and restock the office lunchroom.
- Coordinate repairs to office equipment.
- Issue, receive, and archive purchase orders.
- Issue, receive, and archive sales and laboratory invoices.
- Regularly update accounts payable database with order details (dates, vendors, quantities, discounts).
- Manage the status of accounts and balances and identifying inconsistencies.
- Follow up with suppliers, as needed, to confirm or change orders.
- Act as a liaison for the shipping and receiving department, ensuring that products arrive in good condition.
- Cross-reference product deliveries with purchase orders.
- Track and monitor purchases, from initial order to delivery.

Required Skills

- Requires a minimum of an Associate's Degree/or 3 years business experience
- Excellent communication skills
- Strong verbal and written skills
- Highly developed interpersonal skills
- Ability to multi-task
- Must be able to sit, stand, bend, walk the plant facility, climb ladders, lift up to 25 lbs., on a daily basis
- Highly adaptable, self-motivated individual with the ability to work in a fast-changing environment with minimal supervision
- Team-orientated
- Ability to communicate and coordinate amongst cross-functional teams
- Must be proficient in computer skills (excel, Word, PowerPoint) and will be trained to learn various Company business systems to manage all areas of the job

Compensation Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company-paid life insurance
- 401(k) with an employer match and employer discretionary contribution at six months
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: niagarafallsjobs@washingtonmills.com.

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.