

Administrative Innovator

Thanks for considering us for your next work team!

In an effort to best serve you and all candidates, we have identified the following three attributes that would make a great fit for our current opportunity, **Administrative Innovator**.

If you have all three (*and are prepared to share a good story with us for each*) send us your resume and we will absolutely be in touch with a phone call. Respectfully, if you do not, we will not be able to respond, however we are growing so please check back often!

WHO YOU ARE

Intrapreneurial (Self-Directed) – You are driven by initiating innovation in services and projects, reconsidering processes, workflows and system with the objective of transforming them into mutually beneficial and successful internal protocols.

Navigator (Tolerate Uncertainty) - You do not resent sudden requests or unforeseen detours. You expect them. Indeed, on some level you actually look forward to them. You are, at heart, a very flexible person who can stay productive when the demands of work are pulling you in many different directions at once.

Technologist (Tech Savvy) – Willing and excited to contribute in multiple roles, with primary responsibility to the team for the integrity of the accounting system (purchasing, payroll, A/P & A/R) and as the social media brand manager.

WHO WE ARE

The Company

Advantech U.S. Inc., an innovative technology company that is a leader in developing and commercializing new, additive manufacturing processes for electronic applications, is seeking an Administrative Innovator. Advantech U.S. is located in Pittsburgh, Pennsylvania near the airport.

What makes Advantech U.S. unique? We take pride in our entrepreneurial culture, and our employees are recognized across the industry for their innovations. We value and reward individuals who are excellent communicators, highly inquisitive, collaborative and self-motivated.

Job Summary

This position's primary focus will be on ensuring the office runs in an orderly fashion, that the accounting system is kept up to date with regards to purchasing, payables, payroll, and bank balances, and that our forward face to outsiders is professional.

Major Duties and Responsibilities

Purchasing and Accounts Payable:

- Process purchase orders (average 50/month)
- Track purchase orders, match to packing slips, ensure proper pricing, and enter vendor invoice for payment
- Work with President to determine which payables to release; print and distribute checks weekly
- Prepare employee expense report reimbursements

H/R and Payroll:

- Calculate time cards, ensure PTO is approved and track used and unused PTO, transfer information to ADP for processing
- Administer hospitalization and other employee benefits, working closely with brokers
- Resolve employee benefit inquiries
- Arrange new hire candidate interviews and if hired, set up new employees in all relevant systems
- Maintain personnel records
- Process employee expense reports

Billing and Accounts Receivable:

- Create invoices and mail to customers
- Monitor collection and make deposits

Accounting:

- Reconcile bank statements monthly
- Record payroll journal entries
- Transfer cash to trustee for retirement savings each payroll period
- Monitor bank account balance and initiate transfers as authorized during the month and record related journal entries
- Record and monitor employee travel advances

Administrative:

- Handle emails and correspondence from outside sources and interoffice emails for all personnel
- Maintain company and employee calendars, ensuring that all are updated on holidays, company events
- Ensure project files are organized and up to date
- Handle registrations for employee-attended events
- Initiate payment for dues and subscriptions
- Collect and document employee hours
- Order all supplies for kitchen and office
- Manage petty cash
- Coordinate luncheons and office events
- Answer phones
- Filing
- Open and distribute mail

Other:

- Collaborate on or enhance presentations created by employees for outside

audiences

- Collaborate on other creative endeavors undertaken by employees, such as logo development, letterhead design, etc.

Key Qualifications/Skills:

- Associates degree with a minimum of 5 years professional experience.
- Proficient on QuickBooks
- Proficient on Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Strong communication and interpersonal skills
- Proven track record of handling issues with the support of management
- Highly organized
- Team player

Thank you for your interest in our opening. Please be advised that we will only contact candidates with an extremely great fit for further consideration.