



Administrative Assistant

TEK Industries, LLC is a full service design engineering and electronic contract manufacturing company located in Vernon, CT. TEK designs, develops and manufactures custom electronic products serving a broad range of Military, Medical, RF, Industrial and Commercial applications. TEK is proud to be an ISO9001:2015 certified company that strives to meet and exceed our customer's expectations.

Position Summary

This position will consist of various duties including but not limited to: shipping, filing, invoicing, quality control, and others as needed. This position reports to the Operations Manager.

Essential Duties And Responsibilities

- Order Entry/Daily Balancing
- Filing
- Customer service – Helping answer phones, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- Help maintain QMS as well as Safety and Company objectives.
- Shipping - Prepare all documents and notify vendor (when needed) to have items shipped.
- Track and report contract requirements, progress, change notifications.
- Filing - Assist in various filing activities in the office.
- Prepare and update work order travelers
- Other duties as assigned

QUALIFICATIONS

- Quality control - demonstrates accuracy and thoroughness, monitors work to ensure quality and applies feedback to improve performance;
- Quantity - meets productivity standards and completes work in a timely manner.
- Must possess excellent verbal and written communication skills;
- Knowledge of Microsoft Word, Excel and other programs;
- Two years accounting experience with an associate degree in Business or Accounting
- Experience with Global Shop or other manufacturing software a plus.

EQUAL OPPORTUNITY EMPLOYER

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