



**SPENCER PLASTICS, INC.**  
**Job Description**  
**Administrative Assistant**

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Department: Administration

Revision date: 10/04/2017

**General Responsibility**

- Create a welcoming professional environment for customers, vendors, employees, and other visitors while performing general clerical duties.
- Provide Support for the Shipping/Logistics Manager to meet customer requirements.

**Essential Duties and Responsibilities**

- Answer three-line phone system, transferring calls to other extensions and voice mail
- Greet visitors and determine whether they should be given access to specific individuals
- Ability to effectively communicate with customers, vendors, employees and other visitors
- Open, sort and distribute incoming correspondence, including faxes and email.
- Prepare documents in SPI ERP System (IQMS) such as sales orders, pack slips, customer/vendor set-up, inventory adjustments, purchase orders, and vendor payable entry.
- Prepares bills of lading, lists weight and part number of item sold
- Prepares UPS/Fed Ex shipping labels
- Ability to follow written and oral formed instructions
- Maintain Customer and Vending Filing Systems
- Ability to calculate figures, amounts, discounts and percentages
- Perform general office duties such as ordering supplies, maintaining records, and performing basic bookkeeping
- Complete ASN packages
- Production Invoicing to Customers
- Perform other assigned duties as requested by management



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**Education and Experience**

- Office Support Certificate or Administrative Assistant Associate Degree or equivalent work experience
- Knowledge of administrative and clerical systems such as Microsoft Office Suite and SharePoint
- Experience with Shipping/Logistics
- Knowledge of IQMS ERP System is a plus
- Accounting Experience

**Physical Demands**

- Ability to sit for long periods of time
- Lift up to 50 pounds
- Type 60 wpm minimum

**Work Environment**

- Moderate office noise
- Loud manufacturing environment in shop