

## ADMINISTRATIVE SUPPORT

### JOB DESCRIPTION:

Richmond based Manufacturer looking for someone to join our organization to provide Administrative support to the Business Office. This is a fast paced environment with typical office support tasks.



### REQUIREMENTS:

- Must be a U.S. citizen
- On time attendance
- Attention to detail
- College degree required (Business or Communications a plus)
- Strong computer skills with Microsoft platform
- Experience in data entry and word processing a must (you don't need to be a speed demon, just accurate)
- Word and Excel tables with 10 key experience
- Team oriented and able to work with others - strong interpersonal skills
- Filing and scanning are required
- Reliable transportation and Driver's License - short pickups may be required

### RESPONSIBILITIES:

- Daily use of ERP system
- Enter new projects and make job books
- Material transfer for projects and internal accounts
- Answer phones as receptionist backup
- Making labels for projects/products, paper, plastic, and aluminum
- Update cost sheets
- Scanning of purchase orders, cost folders upon closing jobs, and etc
- Other duties that arise daily

### BENEFITS OF WORKING @ PS&C:

PS&C offers the opportunity to carve out your own professional destiny! We facilitate enhancement of one's skill set, while providing the structure to strengthen your talents and diversity within yourself, as well as our product lines. As a valued team member, we recognize that everyone is essential to success. Each employee's individual talents are utilized.

- Company is Employee Owned and is looking for Associates with long-term expectations
- E. O. E.: drug and smoke free environment; criminal background checks included
- Bonus, 401k, and Company Stock Ownership
- Health and Dental coverage
- Paid Vacations, Personal Time, and Holidays

