

LabStrong Job Listing

Job Title: Part-time Administrative Assistant

Reports To: Marketing and Sales Manager

Position Summary:

LabStrong Corporation is a laboratory equipment company that has a Part-Time administrative opening to perform a variety of tasks within sales, marketing and production. On a day-to-day basis candidate will be responsible for filling and packaging shipments to ensure we meet our same-day shipment standard. In addition, this candidate will be assisting dealers and end users with pricing, product availability and taking phone orders while also helping in marketing research when needed. They will also help in fabricating parts to help prepare for product assembly. Other tasks may be assigned as needed.

Candidate must possess excellent prioritizing and multitasking skills, as well as a strong ability to manage time and resources to complete tasks on time. Candidate must be able to work effectively in a team environment and will interface closely with other departments. Candidate must have an engaging personality with customers.

Primary Responsibilities:

- Promote LabStrong values and culture into day-to-day activities
- Participate in sales activities from beginning to end including order entry to packaging orders
- Answer telephone to assist customers in pricing and product availability
- Assist marketing in market research activities
- Help in fabrication of parts to prepare for assembly as needed including shipping, receiving, inspection and inventory
- Have a positive, inviting, and helpful tone of voice
- Perform other duties as assigned

Qualifications:

- Excellent communication (i.e. verbal, written, interpersonal) skills
- Exceptional organizational, project management, and computing skills combined with the ability to manage time efficiently and multitask
- Highly motivated and self-directed requiring minimal supervision
- Strong comprehensive PC skills (i.e. Microsoft Word, Excel, PowerPoint, Outlook Products)
- Ability to work quickly and accurately within time constraints and against deadlines
- Must be a U.S. citizen

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 55 pounds.

If interested please send resume to:

LabStrong Corp.

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