



## POSITION DESCRIPTION

Title: **Administrative Assistant**

Status: Full-time, Hourly

Reports To: Human Resources Manager

Summary: Acts as an administrative support to internal customers in achieving operational objectives.

### Organizational

Relationships: Works across all departments constructively in a customer service mode. Demonstrates willingness to help, flexibility and professionalism at all times. Offers constructive solutions and suggestions to internal customers to get the job done. Discusses work activity, delays, and issues with supervisor regularly to manage workload, improve services, and identify longer-range needs.

Location: Toledo, Ohio Office

### Responsibilities:

- Provides ongoing administrative support to internal customers (e.g., document formatting, editing, proofing, scanning, pdf-ing, project setups, records management and travel arrangements).
- Manages Toledo mail and shipping processes: daily mail delivery and distribution; packaging and labeling, postage, postage machine, and bulk mailing projects.
- Answers the phone and door and directs calls and visitors.
- Reviews, edits and processes assigned Metafield reports.
- Manages office supply inventory and ordering.
- Manages license/certification tracking, preparation of certificates and filing.
- Assists in arranging hospitality services for meetings, including setup and cleanup
- Makes and/or orders business cards.
- Organizes and maintains orderly job-related electronic files.
- Manages Toledo record retention and retrieval processes.
- Maintain mailboxes in the mailroom and Toledo CMT area.
- Performs other administrative duties as needed.
- Suggests changes to improve administrative services offered.
- Prioritizes effectively and communicates with supervisor when there are work scheduling issues.

**Requirements**

- A two-year college degree in a directly-related major field of study or two years of experience as an administrative assistant
- Demonstrated proficiency in Microsoft Office software (Word, Excel, PowerPoint, Outlook and Paint)
- Demonstrated proficiency in working with computer networks for the management of electronic files.
- Demonstrated proficiency in sourcing and formatting images for the use in business documents
- Proficiency with InDesign software is a plus
- Excellent grammar and spelling skills
- Proficiency in proof-reading business documents
- Professional demeanor
- Excellent organizational skills

**Benefits**

- Medical, Vision, and Dental Health Insurance
- Health Savings Account
- Life Insurance
- Disability Insurance
- Voluntary Insurance: Accident, Critical Illness and Hospital Indemnity
- Paid Holidays
- Paid Time-off
- Employee Assistance Program
- 401K Retirement Savings Plan with a Company match

To apply, contact Colleen Neidert at 419-214-5010 or [cneidert@tlassoc.com](mailto:cneidert@tlassoc.com)