



We are seeking a dynamic and highly motivated

Administrative Assistant

In our Hudson, Massachusetts office

For over 50 years, Polytec has been providing laser-based non-contact measurement solutions to the world's most dynamic companies. We are a global company based out of Germany with subsidiaries worldwide. Polytec has built an exciting company culture through strong teamwork, transparency, customer satisfaction and mutual respect. We thoroughly believe that every member of our team can make a difference. If you would like to be a part of this exciting environment email us at hr@polytec.com

We are looking for a multi-tasker with excellent organizational and communication skills and an upbeat attitude.

A successful candidate must be professional, polite, and attentive with a strong attention to detail. They should always be prepared, responsive and willing to meet each challenge directly. We require someone who is comfortable with computers, general office tasks, and excels at both verbal and written communication.

Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace.

Most importantly, this candidate should have a genuine desire to meet the needs of others.

Responsibilities include but are not limited to:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Greeting and assisting visitors.
- Maintaining polite and professional communication via phone, e-mail, and mail.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Anticipating the needs of others to ensure their seamless and positive experience.

Requirements:

- Associate's Degree in a related field is beneficial but not required.
- Prior administrative experience a plus.
- Excellent computer skills.
- Strong attention to detail.
- Desire to be proactive and create a positive experience for others.