

Office Management and Administrative Assistant, Plymouth, MI

Polytec, INC is the worldwide market leader in optical measurement technology, has been in business for over 50 years, and is continuing to grow! Don't get lost in the crowd working for a huge corporation! If you want to work somewhere that you can truly make an impact, this is the place for you! Many of our employees have worked here long-term, because they enjoy the casual atmosphere and culture of caring leadership! Polytec consistently evolves to keep up with an ever-changing business environment, creating a lot of stability and growth! Don't miss out on the opportunity to work somewhere that you will be able to truly enjoy your job!

We are looking for a strong individual to support all local functions and daily belongings of our Central office. Responsibilities amongst others are Office Management, Shipping and Distribution Support, Front office Duties, and Organizing Company Events.

Office Management

- Professionally answer all incoming phone calls, take notes and forward inquiries appropriately, Distribute and sort all incoming and outgoing mail
- Welcome/receive visitors, recruits, and clients upon arrival at the office.
- Provide administrative support for service department, sales and applications engineers
- Maintain office equipment and supplies, including sales and marketing literature
- Coordinate logistics with shipping companies
- Coordinate with the co-employees at the headquarter office all shipping and service issues
- Maintain inventory list and shelf
- Being the go-to person for home-office vendors. Primary contact for services such as mail, deliveries, office equipment and supplies, janitorial services, etc.

Maintain and organize our databases and order entry

- Maintain and improve data quality with a detail-oriented focus on order entry
- Support the order entry process and update the forecast
- Organize, update and maintain customer files and databases
- Help with data flow from lead entry through order placement

Support Sales and Service by performing the following:

- Assist in preparation of quotations and orders for service dept., sales and applications engineers to be faxed to headquarters
- Contact existing customer to promote Calibration and service business
- Follow up on all emails and contacts, related to service, sales and applications engineers
- Take ownership of the demo system inventory and storage area

The position requires a highly organized individual with excellent verbal and written communication skills. There is exposure to confidential information in this position; excellent discretion and judgment is required. Ability to interact with customers on a regular basis and with all employees within the organization and to respond effectively to the needs of the business is needed. A professional demeanor is needed in this role as well as the ability to work effectively with others within the Polytec organization.

Our Office Management position is an office role and salary depends on prior experience, working hours are Monday through Friday from 8am to 5pm. This position is NOT a remote role but a full-time position, depending on the hours per week eligible for an attractive benefit package on the 90th day of employment. Benefits include 401k with company match and full medical, dental, and vision insurance package.