

MEYER Corporation U.S.

Open Opportunities

We are currently recruiting for the following position:

Title: Administrative Assistant

Reports to: Sr. Support Services Manager and Director of Planning

Department: Support Services

Status: Exempt

Shift : Day

Location: Fairfield

Responsibilities:

Assist and provide the Sr. Support Services Manager and Planning Director with administrative support in the day to day functions of the Support Service and Planning departments. Create, maintain and distribute assigned reports and create Power Point presentations. Work with International Logistics staff in the execution of customer documentation. Research and code chargebacks. Perform general office duties including travel arrangements for staff, coding invoices, and ordering supplies. Work with Managers to create quarterly business review materials for high-level customer presentations. Create Power Point materials and collate. Run Crystal Reports and distribute daily open order reports to Support Services and the DC. Develop ad-hoc reports using Crystal Reports, Cognos, JDE, LogPro, and DSRP. Run defined weekly and monthly reports measuring order history, on hand inventory, sales by customer, and sales by brand, etc. Prepare reports for IL staff and manage domestic shipment tracking spreadsheets. Prepare organizational charts, statistical charts, flow charts and any other management charts required. Receive, audit and code all invoices received for Cost Centers 132 and 133. Coordinate travel arrangements including air, hotel, airport transfers and conference and convention registration for the department director and managers. Coordinate on-site meetings including the preparation of room(s), ordering of additional lunch, set up for breakfast, and visual components for presentations. Assist in the preparing and maintenance of financial documents, i.e. business plan and budgets. Research all Planning and Support Services charge backs and provide information for review and sign off. Collect, review for completeness, and maintain files for periodic performance appraisals and personnel records. Responsible for general office duties such as filing, copying, faxing/ mailing documents, receiving/opening mail, mail distribution, etc. Responsible for ordering all office supplies and other needs of the department. Read through e-mail and respond to voice-mail when Managers are on vacation or traveling. Work with Sales Executive Administrator(s) to update procedures in the Sales Manual. Organize and assist with Support Services events and employee activities. Perform other administrative duties as directed.

Requirements:

Requires a high school diploma or GED equivalent. College coursework preferred. Must possess two years prior experience as an Administrative Assistant, preferably in a manufacturing or distribution environment. Must have extensive computer knowledge including all MS Office programs. Working knowledge or prior work history using MRP, order-entry and warehouse management systems preferred. Must be detail oriented, organized and be able to handle multiple tasks simultaneously. Must be able to work well under pressure and meet deadlines. Must be flexible, adaptable and be able to work independently. Must possess strong English verbal and written communication skills. Must possess strong interpersonal and the ability to interface with all levels of Meyer employees, customers and vendors. Must possess a valid driver's license in the state of residency. Must possess mental and physical capabilities necessary to perform the job duties.

MEYER Corporation offers an excellent benefit package: Medical, Dental, Vision, Long Term Disability, Life Insurance, Voluntary Life Insurance, Flexible Spending Plan, 401K and Company Discounts on Cookware.

Internal candidates: Apply online at <http://meyer.com/careers.html> by **5pm Friday, August 6th, 2010**. **Prior to submitting your application, please be sure to inform your current Department Manager that you are applying.**

External candidates: For immediate consideration, send resume along with salary requirements via e-mail to jobs@meyer.com **Resumes received without stated salary requirements will not be considered. Local candidates please; no relocation assistance will be offered for this position.** MEYER Corporation U.S. is an Equal Opportunity Employer.