



ADMINISTRATIVE ASSOCIATE

OVERARCHING GOALS

- Identify and implement opportunities for Continuous Improvement
- Positively influence the job satisfaction and morale of GenMet colleagues

These goals are inherent to the satisfactory job performance of all GenMet employees. Goals are to be achieved in a professional manner with the long-term health and growth of the company in mind and maintenance of our reputation throughout every transaction. Your job description articulates how your discipline is expected to achieve these overarching goals.

JOB PERFORMANCE ATTRIBUTES

Unquestionable ethics in all areas is mandatory. The need for accuracy and attention to detail is imperative in your position. All transactions should have thorough supporting documentation.

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Many of the attributes of your position deal with private and potentially “sensitive” information relative to our corporation; this includes customer and supplier specific information. We expect that you will treat all company information in a confidential manner and use appropriate discretion to treat private and sensitive information correctly.

Continuous improvement and learning are key attributes to all positions at GenMet. It is necessary to always seek greater efficiencies in daily work as well as identify permanent corrective action when mistakes are made.

Many attributes of the “Front Office” are shared among our Administrative personnel. The ability to get along with and support the team is very important. Cross training is a necessary and important attribute of your position as a member of the team.

Phase One Self Appraisals are to be submitted as input to employee performance reviews and salary increases each year. Shortly prior to your anniversary date you are asked to document how you view your performance during the past year, areas needing improvement and your goals for the upcoming year. This is a significant portion of the review process and is designed to encourage growth at GenMet. Salary increases are based on performance and take effect on one’s anniversary date of hire or the date of submittal of the Phase One Self Appraisal whichever is later.

A GenMet Entry Level Administrative Associate will be assigned in the following areas:

- Order Entry
- Human Resources
- Accounting
- Receptionist

JOB DUTIES AND ACTIVITIES

Order Entry

SPECIFIC DUTIES:

Production Order Creation

- Create jobs from customer forecast.
- Enter Advance Ship Notices into Customer Portals.
- Enter Customer Acknowledgements into Customer Portals.
- Create Sub-Contract Purchase Orders and send to vendors.

Production Information Support

- Verify all incoming paint invoices against our purchase orders and spreadsheets and follow-up to achieve discrepancy resolution.

Human Resources

SPECIFIC DUTIES:

- Files papers and documents into appropriate employee files.
- Assists or prepares correspondence as requested.

Accounting

SPECIFIC DUTIES:

- Prepare and mail customer invoices.
- Accounts Receivable reconciliation for customer invoice payments.
- Enter Accounts Payable invoices into ERP System.
- Match packing slips to Accounts Payable invoices and GenMet Purchase orders.

Receptionist and Supporting Duties

SPECIFIC DUTIES:

- Back-up to Receptionist when necessary.
- Clerical duties as required, including the maintenance of files and records.
- Support other GenMet areas when additional resources are needed.

SKILL REQUIREMENTS

- Unquestionable and uncompromising ethics.
- Dedicated Team Member willing to assist others.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Knowledge of accounting practices and procedures.
- Strong data entry skills with emphasis on detail accuracy
- Skill in both verbal and written communication.
- Proficient in Microsoft products including Word, Excel, PowerPoint, and Outlook.
- Ability to identify ways to automate processes and eliminate waste.
- Skill in establishing and maintaining effective working relationships.
- Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.