

## **Job Opening Summary**

Position: Administrative Assistant  
Department: Administration  
Reports to: Office Administrator

## **General Responsibilities Outline**

- Greets visitors coming into the plant, using judgment to field their inquiries and directing visitors to the right person/department
- Processes weekly payroll, including data entry, direct deposit and reconciliation
- Responsible for carrying out duties related to AR/AP and supply purchasing
- Daily administrative tasks: answering phone calls, receiving/distributing mail, office supply management, maintaining presentation of foyer, front office, and break room
- Assists the Office Administrator, as directed, with functions related to insurance, billing, and environmental, health and safety

## **Qualifications**

- Associate's Degree or High School Diploma/GED with relevant experience
- Proficiency with Microsoft Office suite (excel, PPT, word, outlook)
- Numbers-oriented with strong analytical skills
- Customer service experience
- Methodical, detail-oriented and organized
- Effective writer and oral communicator
- Ability to multi-task
- Strong work ethic
- Positive attitude

## **Company Profile**

Since 1977 PFG Precision Optics has manufactured and coated a wide range of ultra-high precision spherical and flat optics for a variety of industries. Historically, we have produced parts for the defense industry; however, we have continually increased our customer base to include medical, semiconductor, scientific, and test & measurement fields. Our skilled team of engineers and technicians utilize the latest equipment and tooling to meet our customers' ever-changing needs.

## **Company Benefits**

PFG offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, fitness center reimbursements, paid holidays and paid vacation.

*"Perfection is Forever our Goal"*