

Administrative Assistant - Operations

DESCRIPTION

Provides administrative leadership and support to management and technical teams.

Responsibilities:

- General administrative support to management and technical teams.
- Travel management.
- Meeting coordination.
- Interface with external vendors and customers.
- Purchase order processing and management of supplies.
- Contact management.
- Budget coordination and oversight.
- Calendar and file management.
- Event planning.
- Other administrative duties as assigned.

Essential Requirements:

- Self motivated, works with limited direction
- Professional appearance and outgoing/energetic demeanor
- Organized and resourceful
- Skilled in Excel, Word and PowerPoint

EXPERIENCE

3 - 5 years experience in senior level administrative support roles, preferably in a manufacturing environment.

REQUIREMENTS High school education, AS or BS degree a plus.

U.S. Citizen or permanent residency status required.

We are offer competitive pay, comprehensive benefits and company ownership.

REPLY TO: Please submit resume by e-mail (preferred), with job title in subject line, to info@instarsat.com, or by mail to: Careers, P.O. Box 3041, Durham, N.C. 27715-3041 Attn: Administrative Assistant - Operations