

EMPLOYMENT OPPORTUNITY

POSITION: **Executive Administrative Assistant/Accounting – 1st Shift**
Exempt - Hastings, MI

- Work directly with CFO to provide high-level administrative support, manage projects, conduct statistical reports, and prepare correspondence
- Arranging domestic and international flights and hotel accommodation
- Maintain and arrange all travel documentation
- Assist with passport and Visa applications as needed.
- Scheduling meetings, arrange conference calls, creating presentations and arrange for equipment as needed
- Use FHI phone system - answer, direct and screen inquires, meet and greet visitors in a professional manor at all times
- Run various reports using **BAAN LN**; update spreadsheets and distribute report information where necessary.
- Coordinate services such as record keeping, departmental finances, budget preparation, housekeeping, and other services to aid executives
- Use **Exhibit Force software** to arrange shipment, delivery, and pickup of tradeshow supplies.
- Preparing vendor invoices for entry and entering the invoices into **Sage 100 or QuickBooks**
- Maintain confidential reports, financials, and other legal documentation
- Issue and mail weekly A/P checks, invoices, maintain and reconcile various spreadsheets
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Creating, maintaining, analyzing, and summarizing data using various Microsoft application including **Word, Excel, PowerPoint, Outlook, and Adobe.**

DESIRED QUALIFICATIONS:

- Must have strong accounting background, ability to analyze data and knowledge of preparing financial reports.
- Will need exceptional written and verbal communication skills. Bilingual experience helpful.
- Must be excellent at multi-tasking and prioritizing work load due to sudden change in demand along with strong time management skills.
- Will need to be analytical and methodical with work tasks and daily activities.
- Strong computer skills a must.

If you meet these qualifications and are interested in being considered for this position, please submit your resume.

*Flexfab is an Equal Opportunity Employer,
veteran, and disability friendly.*

www.flexfab.com