



LaserSharp FlexPak Services, LLC.
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LaserSharp FlexPak Services, LLC Office Assistant (Temporary) Position Description

Job Title: Office Assistant

Reports To: Office Coordinator

Summary:

The Office Assistant possesses enthusiastic, professional, and self-starting qualities in assisting with office administration, order entry, purchasing, and shipping activities. The Office Assistant also receives visitors to the Flexible Packaging Group and answers phones. He or she will report to the Office Coordinator.

Major Duties and Responsibilities:

- ❖ Answers the telephone and forwards calls to appropriate person
- ❖ Responds in a timely manner to customer's proposal requests
- ❖ Assists with developing and Bill of Material for accepted purchase orders and sample requests
- ❖ Assists with purchasing, supplier accounts for the Flexible Packaging Group
- ❖ Assists with shipping and receiving functions for the Flexible Packaging Group. Includes all documentation and necessary arrangements for outgoing shipments per work instructions.
- ❖ Supports activities relating to Accounting, Sales, and Marketing
- ❖ Supports employee benefit administration, recruiting, orientation, and other human resource activities

Other Duties:

- ❖ Greets visitors to Flexible Packaging Group
- ❖ Assists with maintaining company bulletin boards and conference rooms
- ❖ Assists in arranging business-related reservations and employee travel plans
- ❖ Assists with office logistics including office supplies and cleanliness
- ❖ Supports document preparation, copying, routing, filing and faxing
- ❖ Routes incoming mail and sends outgoing business-related mail
- ❖ Supports records related to sales/use tax filings and refunds
- ❖ Supports inventory activities
- ❖ Other duties as requested by the Office Coordinator

Required Qualifications:

- ❖ At minimum a high school diploma, with a two year degree a plus
- ❖ Proficiency with Microsoft's OfficePro™ software (Word, Excel, Outlook)
- ❖ Strong organizational skills, organizational excellence, ability to multi-task and detail oriented
- ❖ Ability to work independently with little supervision
- ❖ Excellent verbal and written communication skills
- ❖ Ability to represent Flexible Packaging Group in a professional manner to all visitor

Preferred Qualifications:

- ❖ A two or four year advanced degree is desirable
- ❖ Experience in working in an ISO:9001 work environment
- ❖ Experience with purchasing is a plus
- ❖ General knowledge of target customers and applications in the flexible packaging industry
- ❖ Experience with contract manufacturing operations at a high technology manufacturing company

Physical Requirements:

- ❖ Extensive time working at a computer workstation
- ❖ Extensive time answering the phone
- ❖ Standing and walking on concrete floors in a manufacturing environment
- ❖ Some local travel is required (less than 10%)