

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Position Type :</b>	Full Time
<b>Job Description</b>	
<p><b>Reports to:</b> Controller</p> <p><b>Job Purpose:</b> Performs administrative and support activities for the office to ensure effective and efficient operations. Duties include assisting the CEO/Owner and all management, fielding telephone calls, receiving and directing visitors, maintaining front office security, preparing for customer visits, event coordinating as needed, and special projects. Extensive software skills are required, as well as Internet research abilities, strong communication skills, and a proactive can-do personal philosophy.</p> <p><b>Why join Steinhauser?</b></p> <p>It is an exciting time to work at Steinhauser, as we are accelerating our growth within the pressure sensitive label and shrink sleeve markets. As a rapidly growing mid-size print converter, as well as a 100% woman-owned business, we thrive on the dynamic of diversity and agility. We put people first - from our customers, to our employees, to our suppliers - because we know that happy people deliver results. From large CPG corporations to craft breweries, we service many dynamic markets with brilliant people enhancing our world with their consumer goods. We seek employees with different backgrounds, skill sets and perspectives, because this type of diversity is what helps transform a business from good to great.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide support to the CEO/Owner and all tiers of management to ensure operations are maintained in an effective and accurate manner and that they are provided with resources to make effective decisions</li> <li>• Provide receptionist services: Answer phones, direct calls and respond to inquiries, greet and assist visitors</li> <li>• Coordinate travel arrangements for staff</li> <li>• Miscellaneous duties for management including but not limited to making phone calls, appointments, manage outlook schedules and conference room availability</li> <li>• Set up for customer meetings, company meetings, including purchasing refreshments</li> <li>• Assist with preparation of Board of Directors' meeting materials</li> <li>• Prepare agendas and package for internal management meetings</li> <li>• Perform general clerical duties to include but not limited to: copying, faxing, emailing, mailing and filing</li> <li>• Type correspondence, reports and other documents</li> <li>• Maintain confidential and office files, both paper and electronic</li> <li>• Retrieve, open and distribute mail</li> <li>• Sign for and distribute UPS/FedEx packages</li> <li>• Prepare UPS/FedEx packages and LTL shipments for pick-up</li> <li>• Assist Account and Project Managers with shipping documentation as needed</li> <li>• Coordinate repairs and maintenance to office equipment</li> <li>• Research, price, and purchase office furniture and supplies</li> <li>• Support staff in assigned project-based work</li> <li>• Have basic working knowledge of Microsoft Office including Word, Excel, Outlook, and PowerPoint</li> <li>• Look for and recommend improvements to the administrative operation</li> <li>• Collaborate with Culture Club leader as needed to help facilitate volunteer opportunities through Steiny Smiles, Steinhauser's community service program. Assist with administrative duties to help streamline the month-end close process</li> <li>• Perform other duties and errands as required</li> </ul> <p><b>Preferred Qualifications and Skills:</b></p> <p>A minimum requirement of high school diploma or general education degree (GED); a business related Bachelor's Degree or equivalent experience preferred, with a proven history of successful customer interface. A proven track record of project management and direct customer relationship involvement. Possess a TEAMWORK attitude. Attention to detail, high expectations for quality, excellent interpersonal skills, team building skills, analytical and</p>	

problem solving skills, decision making skills, effective verbal & listening communication skills, very effective organizational skills, effective written communication skills, computer skills including the ability to operate Excel spreadsheets, Outlook, and Word programs as well as PowerPoint programs, stress management skills, and time management skills.

*Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Company.*