

Administrative Clerk | 28K – 30K per annum

Stag Enterprise, Inc. is a leading privately owned, small, woman-owned ISO 9001-2008 and AS9120 certified business servicing the commercial, industrial, aerospace and government markets. Since opening our doors in 1993, we've been committed to meeting the industrial needs of our customers through providing the latest technologies and products from quality manufacturers such as 3M. We pride ourselves on providing professional, expeditious service and innovative solutions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Handle basic HR duties including, but not limited to, maintaining job descriptions, conducting orientations, posting job openings, and organizing employee absence requests.
- Act as liaison between Stag enterprise and health insurance company when submitting new enrollments applications
- Maintain the company certifications
- Runs postage and prepares outgoing mail.
- Copies data and compiles records and reports for management.
- Manage the time clock system for payroll
- Operates office machines such as computers, calculator, postage machine and copying machines.
- Prepare administrative correspondence for the president and assist the President
- Maintain the ISO folder for Competency & Awareness
- Update manuals and documents as needed
- Other duties as assigned.

Skills

- Strong oral, written and presentation skills
- Outstanding preparation and organizational skills with attention to detail
- Works effectively in a team environment
- Creative problem solving
- Excellent phone etiquette
- Punctual
- Able to work with minimum supervision
- Customer service driven
- Knowledge of MS Office Suite (Word, Excel, Outlook, Access)
- Ability to multi-task
- Professional appearance

Education and/or Experience

High school diploma or general education degree (GED). This is an entry level position.

Successful candidates will meet or exceed in the following requirements:

Rewards:

At Stag Enterprise, Inc., we offer market competitive compensation, long term incentives and comprehensive benefits. Benefits include: vision, dental, and healthcare insurance.

Please send your resume to Tanny Davidson at tanny@stagenterprise.com if interested in this position.