

## **Job Description: Office Assistant**

Ambilabs supplies and services environmental air pollution monitoring instrumentation systems. Our customers include federal agencies; State government environmental protection agencies; major industrial facilities; environmental consulting firms; and various scientific and research organizations.

The position of Office Assistant provides overall support to the Office Manager and Sales staff. Ideally, the candidate should have a minimum of 2 years previous work experience in a similar administrative role. This position requires a high degree of initiative, poise, motivation, dependability and flexibility as well as a "can-do" attitude in order to thrive within the company. Strong organizational and communication skills are imperative as Ambilabs prides itself on a high level of customer service. Prior work experience in scientific, manufacturing, product distribution, or other related industries is helpful but not essential.

### **Responsibilities** (administrative support to Office Manager and Sales staff as follows):

- Assist Sales team with preparation of quotations and bids
- Create Sales Orders for Suppliers
- Assist with inventory/demo equipment tracking
- Social media marketing
- Answer phones, forward calls and greet visitors
- Organize staff travel (book flights, hotels, car rentals)
- Prepare and track customer shipments and collect and sort mail
- Coordinate materials needed for industry conference /events
- Data entry and on-line research
- Maintain stock of office supplies and ensure all equipment is operational
- Maintain filing systems (mainly digital systems)
- Editing of sales & product brochures
- Proofreading & copying of materials for distribution

### **Job Requirements**

- Excellent oral and written communication skills and a friendly professional manner
- Ability to follow instructions and work with minimal supervision
- Ability to multi-task with high degree of project- and time-management capacity
- Sound level of computer literacy and MS Office applications including MS Word, Excel, and PowerPoint. Also must have experience using email and the internet
- Ability to communicate at all levels of the organization
- Prior knowledge of Quick Books preferred
- Team orientated with good interpersonal skills
- Precise, accurate and diligent record keeping skills
- Dependability and accuracy imperative
- Light lifting/carrying

Ambilabs is an Equal Opportunity Employer.

Full time position with office hours 8:30am to 5:30pm Mon to Fri.

Salary commensurate with experience

Please forward cover letter and resume to [info@ambilabs.com](mailto:info@ambilabs.com) and include Office Assistant in the subject line.