



## Administrative Assistant

**Location:** Slidell, LA

**To Apply:** Send Resume and Cover Letter to [careers@gaylordchem.com](mailto:careers@gaylordchem.com)

A successful Administrative Assistant possesses structure, attention to detail, quality focus and high energy to support Gaylord's Management group, sales and accounting teams.

### Responsibilities:

- Answer and screen incoming calls and direct to proper personnel
- Handles all day-to-day office duties, such as greeting and hosting visitors, preparing all courier packages, opening and distributing daily mail, maintenance call on building and/or equipment, etc.
- Point person directly responsible for the following areas at the Slidell Office:
  1. maintains the Document Control System as part of the ISO Management System and representing the office during an annual audit.
  2. maintains an organized filing system of contracts and other electronic documentation including sensitive and confidential documents.
  3. liaison and communication point of contact between staff and IT network vendor for all new hire set-up and all problem shooting.
  4. set up and arrange internal meetings, conference calls, lunches and office events, runs office errands and post office run as needed.
  5. liaison for the current phone system, fax machines, copiers and postage using Stamps.com as well as responsible for training employees as required.
  6. liaison for outside maintenance providers, including lawn service and cleaning service and others including any follow-up issues
- Assists in presentations, including printing for any management meetings information.
- Manage all internal and external deliveries.
- Maintain all office supplies, kitchen supplies and subscriptions, etc.
- Assists Human Resources in on-boarding new hires. Other HR duties as needed.
- Assist in setting up staff travel arrangements.
- Handle regular duties without prompting and advise in advance with issues or delays.
- Some accounting duties and other duties as assigned.

### Qualifications:

- High school diploma or equivalent required; Associate degree in Business or related field preferred.
- At least five years of administrative experience, ideally supporting at the management level.
- Experience with scanning in a document control system preferred.
- Advanced level of Microsoft WORD, EXCEL, Outlook and PowerPoint required.

Gaylord Chemical is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, pregnancy, genetic conditions, status as a protected veteran, or status as a qualified individual with a disability.



- Must be able to become familiar with company specific programs and software.
- Possess an extreme attention to detail, responsiveness and has a strong work ethic with proficient problem-solving skills.
- Tact and good judgment in confidential situations, and proven experience interacting with senior management.
- Advanced ability to organize and prioritize.
- Excellent telephone etiquette.
- Self-initiator who can work independently and manage multiple projects simultaneously.
- Strong interpersonal, written and oral communication skills.
- Proficiency in composing written communications.

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