

Administrative Assistant

M-F 8-5 Location: 1880 Fairlawn Dr, Tuscaloosa, AL

Reports to VP of Manufacturing

Job Responsibilities:

- Handles all day-to-day office duties, such as greeting and hosting visitors, preparing message boards, preparing all courier packages, opening and distributing daily mail.
- Assists with office communications inclusive of drafting written messages to colleagues and external parties.
- Point person directly responsible for the following areas at the Tuscaloosa Office:
 1. maintains an organized filing system of contracts and other electronic documentation including sensitive and confidential documents.
 2. maintains the site calendar of visitors (both internal and external)
 3. set up and arrange internal meetings, conference calls, lunches and office events, runs office errands and post office run as needed.
 4. liaison for the fax machines, copiers and postage using Stamps.com as well as responsible for training employees as required.
 5. liaison for outside maintenance providers, including uniform and cleaning service and others including any follow-up issues.
 6. acting chairperson for site activities committee in close collaboration with Covington office personnel where applicable.
- Assists in meetings with preparation of presentations, recording minutes and consolidation of pre-meeting materials.
- Manage all internal and external small package deliveries.
- Maintain all office supplies, personal; protective equipment supplies, kitchen supplies and subscriptions, etc.
- Assists Human Resources in on-boarding new hires. Other HR duties as needed.
- Handle regular duties without prompting and advise in advance with issues or delays.
- Other duties as assigned.

Education and Experience Requirements

- High school diploma or equivalent education required. Associate's degree preferred.
- 5 years or more of administrative assistant experience
- Knowledge of appropriate software, including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Reporting Skills
- Administrative Writing Skills
- Managing Processes
- Organization
- Professionalism
- Problem Solving
- Supply Management

For the written communications requirement, we will request a writing sample from interested candidates.

To apply, send cover letter and resume to: careers@gaylordchem.com

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.