

Administrative Assistant (with emphasis on Client Services)

7/25/2021

Precision Plus is a world-class company located in Elkhorn, WI whose clients/partners include many market-leading companies in the Aerospace, Medical, Dental, Defense, and Motion-Control industries. Consistent on-time delivery of superior precision machined products at a competitive price has been the key to our client retention.

Our team of passionate manufacturing professionals takes great pride in knowing their efforts make a difference for medical and dental patients, military men and women, first responders, and those who fly. Precision Plus is looking for individuals who demonstrate passion, a positive attitude, and the aptitude to learn, excel, and grow.

To better understand why Precision Plus is our clients/partners' first choice for mission-critical applications, visit the Company's website and view the "Change Your Game" video. www.preplus.com

What's in it for you?

Precision Plus team members enjoy a challenging & fast-paced work environment in a high-tech manufacturing facility that is extremely clean, well lit, organized (5S), & climate-controlled. In addition, our team thrives in a supportive culture that provides engaged leadership, ongoing recognition for performance results, & a great benefits package.

- Career advancement – ongoing training & mentoring with opportunity to grow your skills (Precision Plus University)
- Employee recognition – "Pillar Among Peers," WOW (Work of Winners) prize wheel
- Performance bonus – Quarterly teamwork bonus as well as potential to receive a discretionary year-end bonus based on individual and group performance
- Attendance award – one earned day off (EDO) for perfect attendance each quarter
- 7 paid holidays
- Company events – team lunches, summer picnic event, holiday party
- Vacation accrual begins on the first day of employment
- Comprehensive health insurance – 2 options (health reimbursement arrangement or health savings account)
- Wellness program – employer paid flu shots/health screenings/health coaching (earn points to reduce your weekly health insurance contribution)
- Dental Insurance
- Employer paid vision insurance for employees
- Employer paid life insurance – \$50,000 policy with options for voluntary life
- 401(k) retirement savings plan – up to 4.5% company match with immediate vesting!
- Financial planning resources
- Employer subsidized work shoes & safety glasses program
- Precision Plus branded attire – birthday & tenure recognition program
- Education assistance up to \$5,250 annually (after 12 months of service)
- Employee Referral bonus – \$1,000
- Weekly payroll cycle – \$1.50 per hour shift differential (2nd & 3rd shift)
- Satisfying work...leaving work at the end of the day knowing that the GREAT work you do is meaningful & appreciated by the Company, our clients, & end users who benefit from the high-quality components we manufacture for them!

What will you do?

While professionally representing Precision Plus to all guests, your exceptional communication skills & keen attention to detail will be used to:

- Efficiently & effectively manage a high volume of incoming calls & emails
- Courteously address all inquiries (verbal & written)
- Identify & assess the needs of our guests to provide exceptional service
- Build sustainable relationships of trust through open & interactive communication both internally & externally
- Develop an initial understanding of the company's ERP system (Visual Esti-Track software)

- Develop an understanding of the company's manufacturing processes
- Solve problems through creative thinking & develop confidence to take action in making independent decisions & recommendations for continuous improvement
- Assist in processing repeat client purchase orders & other entry-level CSR duties
- Assist accounting department as requested
- Other duties as assigned

What's in it for us? You will bring...

- Strong interpersonal & communication skills, verbal & written
- Attention to detail & the ability to prioritize work
- Good computer skills with demonstrated accuracy in typing & data entry (Microsoft Office applications)
- Strong organizational skills
- Effective decision making & problem-solving skills
- The ability to effectively & efficiently multi-task
- A positive, "can do" attitude
- A genuine spirit for teamwork & collaboration that builds trust
- A passion for manufacturing & client service
- The "Plus"

Physical/Environmental Demands: The characteristics listed below are representative of the physical and environmental demands required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform assigned duties. The noise level in the work environment is typical of an office. Incumbent may encounter frequent interruptions throughout the work day. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, fine motor skills, and stand, walk, reach, and/or bend. May occasionally lift up to 50 pounds.