**Administrative Assistant**

This is an essential position to the smooth operation of the administration of Arrowhead Brass & Plumbing LLC. This position will have a variety of duties and responsibilities. This will be a key position as the liaison position for the Finance Department as well as responsible to manage, disseminate and sort and scan the Mails. The processing of checks received in the mail will be deposited via a special scanner. Help the Finance team with the resolution of some customer issues regarding the receipt of invoice and statements. Also working to get answers for accounts payable questions that AP requests due to the time difference.

The person will also be responsible to update and manage documents files and other records to keep current on the various certifications and permits for our business.

This position will also be the gatekeeper for the RGA/ CW processing. Tracking the progress as well as working with Customer Service Supervisor or similar person and the Accounts Receivable person, and Production Manager to track the progress of the RGA until the customer issue is resolved. The person also records and transcribes meeting notes, and distributes relevant information to recipients, internal or external, to the department in print or electronic format via memos, postal mail, email or fax.

The person will also be assisting on Quality Problem Report in collecting and filing relevant information per case.

**Other Duties**

Make department and workflow efficiency or improvement recommendations, and implement new procedures, as directed. Additionally, a department assistant is often asked to lead or contribute to special projects. Perform routine clerical tasks as requested. Developed strong working relationships with departments throughout the Seton network to resolve problems.

And any assigned duties as required by management.

Please send your resume to Nancy Neely, HR Manager at, Nancy.neely@arrowheadbrass.com