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1300 NE Hwy 99W • McMinnville, OR. 97128 • 503-474-4724 • [www.millertech.biz](http://www.millertech.biz)

Miller Technologies, LLC has been providing Information Technology and Engineering Services in McMinnville, Oregon since 1996. Miller Technologies is looking for a hard-working, fun-loving, team player to join us as an Administrative Assistant for our local office.

**Description of Duties:**

The position of Administrative Assistant plays a very important role in our continuing growth and success. This position is responsible for operations support, bookkeeping and office management. The work flow is fast-paced and requires someone who likes customer contact and can multi-task while maintaining strong attention to detail.

- Provide direct administrative support for a team of professionals
- Perform general office activities including, but not limited to, scheduling, client billing, data entry, typing, filing, scanning, copying, answering phones, taking and relaying messages to the team.
- Assist with bookkeeping tasks including maintaining current Accounts Payable, bank and credit card reconciliation, as well as facilitating regular AP meetings.
- Manage, conduct, and summarize staff meetings
- Manage IT Engineers and IT Consultants calendars & schedule appointments.
- Check, reply to, compose emails daily
- Monitor and restock office supplies
- Prepare, pickup, sort and deliver mail
- Run errands including bank deposits and other team needs

**Description of skills and attributes sought:**

- Positive attitude
- Ability to adapt to change
- Desire to operate and succeed as a member of a team
- Excellent written and oral communication skills
- Excellent organizational skills with ability to prioritize and complete tasks
- Ability to work independently but ask questions when needed
- Ability to manage schedules and follow-up timely with clients

**Requirements/Preferences:**

- Proficiency in Microsoft Office programs
- Experience with QuickBooks is highly desirable
- High School Diploma/GED required Excellent written and verbal skills
- Self-Motivated with ability to multi-task
- Detail oriented
- Exercise good judgment with clients
- Advanced knowledge of QuickBooks preferred
- Proficient in Microsoft Office - Outlook, Excel, Word
- Driver's License/reliable transportation required

**Schedule:**

-Daytime, Monday-Friday 8:00am – 5:00pm

**How to Apply:**

If you're ready to join our team, email a cover letter and resume to [korin@millertech.biz](mailto:korin@millertech.biz)

