

Administrative IT Assistant

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

The position of Administrative IT Assistant plays a very important role in our continuing growth and success. This position is responsible for operations support of our busy Leadership team, owners, and other employees. The workflow is fast-paced and requires someone who likes customer contact and can multi-task while maintaining strong attention to detail. This position is Monday through Friday 8:00 am – 5:00 pm.

Job Description

The Administrative Assistant/Business Operations team provides ongoing, reliable, and professional administrative support to the business owners, leadership team and IT, Business Operations, or other administrative departments.

**This job description is intended to cover the minimum essential duties assigned on a regular basis. May be asked to perform additional duties as assigned by owners and the leadership team.*

- General administrative support
- Communication with clients
- Data gathering/Information tracking
- Document, spreadsheet, and correspondence coordination
- Scheduling and meeting/ management
- Transaction monitoring and spreadsheet maintenance
- Answer, screen, monitor and respond to phone calls, clients, and emails.
- Assist with organizing and processing invoices
- Assist with document management and organization
- Assist with preparation of presentations and research
- Coordinate meetings
- Coordinate and send timely communication to internal and external stakeholders with updates.
- Draft effective and tactful letters and documents and provide content input. Track responses and follow-up tasks.
- Draft meeting agendas, attend meetings upon request, document and capture key details, track responsibility for associated follow-up tasks
- Communicate positively and directly with the leadership team, owners, and employees.
- Maintain key records and files (electronic)
- Manage, arrange, prioritize, and communicate calendar and schedules for the leadership team, owners, and employees.

- Maintain, client contact information, phone lists, and other relevant contact lists within a database.
- Maintain strict confidentiality with sensitive information related to customers, the company, and internal employees.
- Monitor leadership and owner's e-mail upon request to ensure urgent issues are addressed during any out-of-office periods.
- Support employees, leadership, and owners with administrative functions, including but not limited to maintaining appointment schedules by planning and scheduling meetings, conferences, teleconferences, onsite, in-house, and remote services.
- Support general office operations (running errands, mail pick-up, and delivery, shipping, bank deposit drop-offs. Procuring office supplies, refilling snacks & drinks, organizing conference rooms, general office cleaning etc.)

Job Requirements

- Positive attitude desire for meaningful work and real responsibility
- Organized, accurate, detail-oriented, good with numbers, and able to meet deadlines.
- Good communicator who works effectively with fellow employees and other departments, management, clients, and vendors.
- Ability to consistently follow up on open items and complete tasks, both large and small.
- Ability to work independently in a fast-paced task-oriented/structured environment.
- Strong interpersonal skills
- Professionalism
- Collaborative and ambitious
- Service and process improvement mindset with an interest in building relationships with customers.
- Proficient in the latest versions of Microsoft Office and ability to learn new software as the need arises.
- Ability to work autonomously, with high productivity, strong communications skills, and attention to detail.
- Ability to prioritize, coordinate, and complete multiple and complex tasks without supervision.
- Experience with meeting preparation to include agenda, minutes, and creation of slide presentations - preferred



Preferred Qualifications

- Two-Three years of relevant business operations-related administrative experience
- Familiar with IT environment
- Familiar with Accounting and recordkeeping
- Medium to advanced competency in Microsoft Office, especially Word and Excel
- Flexible work schedule to meet departmental deadlines.
- Self-Motivated with the ability to multi-task
- Detail-oriented
- Exercise good judgment with clients, leadership, owners, and co-workers.
- Knowledge of QuickBooks preferred but not required
- Driver's License/Reliable transportation required

Education

- High School Diploma – Required
- Associate's degree or Bachelor's Degree preferred (or working towards)

Schedule

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

Salary/Benefits

- Starting from \$18/hr. DOE
- Dental insurance
- Health insurance
- Vision insurance
- Health savings account
- Life insurance

COVID-19 considerations:

Candidates should be able to comply with the most current Covid Mandates.

Miller Technologies, LLC is an Equal Opportunity/Affirmative Action employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

How to Apply:

If you're ready to join our team, email a cover letter and resume to korin@millertech.biz

