



**Job Title:** Administrative Assistant

**Location:** Rochester Hills, MI

**Salary:** TBD

**Benefits:** full health, dental and medical benefits. A generous PTO policy and a matching 401K program.

**Job Description:**

We are looking for a reliable and efficient Administrative Assistant to join our team. You will be responsible for providing administrative support to our managers and staff, as well as handling various office tasks and projects.

As an Administrative Assistant, you will:

- Answer and direct phone calls, emails, and other inquiries
- Schedule and coordinate meetings, appointments, and travel arrangements
- Prepare and distribute reports, memos, letters, and other documents
- Maintain and update filing systems, databases, and records
- Order and manage office supplies and equipment
- Assist with production reporting and support customer services team
- Perform other duties as assigned by the management

**Job Requirements:**

To be successful as an Administrative Assistant, you should have:

- A high school diploma or equivalent; a bachelor's degree or relevant certification is a plus
- At least 2 years of experience as an Administrative Assistant or in a similar role
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and other office software
- Excellent communication, organizational, and time management skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to handle confidential and sensitive information
- Ability to multitask and prioritize tasks in a fast-paced environment

**How to Apply:**

If you are interested in this position, please send your resume and cover letter to [HR@Crystal-Filtration.com](mailto:HR@Crystal-Filtration.com). Please include the job title in the subject line of your email. We look forward to hearing from you.