

## **ENGINEERING ADMINISTRATIVE ASSISTANT**

Wellons, Inc. is an industry leader in Energy Products and Lumber Dry Kilns for the wood products industry for over 50 years, and persistent technological advancements have contributed to continued success and growth. As a company providing manufacturing, construction and equipment services, for domestic and international locations, Wellons is seeking a dynamic, hardworking, positive, pro-active individual who is flexible to work in this fast-paced environment.

The qualified candidate will provide administrative support to the engineering department. The hours for this position are Monday – Friday 7:00 a.m. – 4:00 p.m.

### **QUALIFICATIONS**

Three to five years experience working as an Administrative Assistant.

### **RESPONSIBILITIES**

- Preparation of drawing packages and generate transmittal to customers.
- Maintain electronic and hard copy of all engineering drawings and release drawings according to established procedures.
- Scanning of drawings into electronic format.
- Pull drawings for requisitions and pre-work.
- Maintain job files and engineering files.
- Draft reports and answer correspondence independently as requested.
- Create and prepare parts lists for inclusion in Owner's Manuals.
- Process requisitions, memorandums, and statistical data, and other information as necessary.
- Work with the Chief Engineer to type or scan reports and distribute in a timely manner.
- Manage/update "Parts Libraries."
- Scan and compose calculations for Engineering department use.
- Create and implement ASME forms for quality control department.
- Primary back up for Administrative Assistant -Customer Service Department.
- Back-up switchboard operator.

## **REQUIRED SKILLS**

- Above average computer skills working in Word and Excel and the ability to create document templates and reports.
- Records management and accurate filing procedures.
- Above average problem solving, written/oral communication skills.
- Initiative to find ways in which the Engineering group as a whole can become more efficient.
- Assist all members within the Engineering department.
- Reception and phone skills a must.
- Ability to follow through on projects with little or no supervision.

Qualified candidates who possess these skills and are looking for a position in a well-established firm offering medical, vision, dental, and profit sharing are encouraged to submit a resume with salary/history requirements.

E-Mail: [HR@Wellons.com](mailto:HR@Wellons.com)