



## **Administrative Assistant**

**Company: Tom Lange Company**

**Location: Pittsburgh, PA**

Tom Lange's Pittsburgh office is seeking an Administrative Assistant to provide excellent service to our growing customer base to help ensure all administrative and general accounting tasks are effectively implemented. The position is a critical role within the operations of the office. This person will work closely with the Vice President of Sales and Account Managers to meet the needs of the office.

### **Essential Responsibilities and Duties:**

The essential functions of the position include, but are not limited to, the following:

- Prepare accounts receivable invoices and post incoming payments;
- Sort and enter accounts payable data; process payments to vendors;
- Ensure invoices and statements are paid on time;
- Generate regularly scheduled reports for Account Managers on a weekly/monthly basis;
- Assist with the upkeep on sales records by requesting proper documentation; follow proper accounting and record keeping procedures;
- Help manage customer credit limits;
- Handle customer inquiries about material (knowledge of sensitive or confidential details);
- Oversees ordering of supplies for the office as needed; and
- Other projects/duties assigned as needed by Account Managers and the VP of Sales.

### **Qualifications (Knowledge, Skills and Abilities)**

- Excellent written and verbal communication skills;
- Outlook experience preferred;
- Self-starter who works well independently and within a team;
- Must be customer-centric with strong customer service skills;
- Detail-oriented with exceptional organizational abilities;
- Ability to prioritize responsibilities and work efficiently towards completion; and
- Strong problem solver/preventer as well as analytical thinker.

*Tom Lange Company, Inc. is an equal opportunity employer. We make all employment decisions on the basis of ability and job-related qualification, without regard to race, religion, sex, color, national origin, age, disability, sexual orientation, military status, marital status, or any other classification proscribed under law.*

For additional information about our Company, please check out our website at [www.tomlange.com](http://www.tomlange.com).