

WIESER CONCRETE PRODUCTS, INC.

W3716 U.S. HWY 10 • MAIDEN ROCK, WI 54750
(715) 647-2311 800-325-8456 Fax (715) 647-5181

Website: www.wieserconcrete.com

Job Description

Title: Administrative Assistant

Job Summary:

Leading responsibility at Wieser Concrete is to operate telephones, screen and forward calls, provide information, take and relay messages. Responsible for directing the flow of information between customers/vendors and employees

Duties and Responsibilities:

- Greet customers as they walk in, determine the nature and purpose of the visit and direct or escort them to the specific destination while making them feel welcome.
- Perform general office duties such as filing, answering the telephones and handling routine correspondence.
- Provide information about Wieser Concrete Products to callers such as the services provided.
- Collect, sort, distribute, and prepare mail and messages.
- Take down information for requested quotes and send them to the proper departments.
- Assist with special projects as needed.

Required Education and/or Experience:

- Equivalent combination of experience and training that provides the required knowledge, skills and abilities (required).

Specialized Knowledge and Abilities:

- Excellent communications skills: interpersonal, listening, oral, and written.
- Skilled in PC usage and associated software including Microsoft Office Suite including, Word, Excel, Outlook and Publisher.
- Able to work with minimal supervision, efficiently schedule and manage time.
- Excellent interpersonal skills to communicate and work with everyone from the plant to the office to the customer.

Physical Demands:

- The Administrative Assistant must be able to concentrate for extended periods of time paying close attention to detail. The Administrative Assistant's work environment does not require much physical movement. While performing the duties of this job, the employee is regularly required to sit.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is an office environment located in Maiden Rock, WI. There may be occasional trips from the office to the manufacturing facility where dust and noise may be present. The full-

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time position is located in Maiden Rock, WI and requires successful completion of the following:
Pre-Employment background screening.

Wieser Concrete Products, Inc. is an equal opportunity employer – www.wieserconcrete.com