



Taylor Devices, Inc., located in North Tonawanda, NY, is a leading manufacturer of shock absorbers, liquid springs, shock isolation systems, seismic/wind dampers, and other types of hydro-mechanical energy management products. Taylor Devices offers a widely varied product line to a diverse customer base. We are currently looking to add a Receptionist/Administrative Assistant to our Team.

Receptionist / Administrative Assistant

Position encompasses a diverse, multi-tiered, supportive role in the areas of reception, administration, and sales/marketing. Performs administrative and clerical duties for the President and Executive team, as assigned; requires continuous use of technical and business vocabulary; handles confidential information; completes special projects as required; manages the details of the day-to-day office procedures and operations.

General Duties:

Telephone / Receptionist:

- Greets and directs all visitors, vendors, clients, job candidates, and customers.
- Ensures all security procedures are met, i.e.: sign-in and distribution of visitor badges.
- Answer all incoming telephone calls, inquiries, and inter-office communication on multi-line telephone system.
- Assistance for HR Manager: Ensures applicant compliance. Interview packet (application, resume, test (if applicable) and interview summary forms are printed, available and completed.
- Shows safety video to applicable recipients.
- Handling of incoming and outgoing mail forwarding to proper destinations.
- Manage conference room schedules and room availability.

Administration:

- Provides administrative support to President, Executive Assistant and other departments.
- Assists Executive Assistant with document preparation and processing, correspondence, ISO Documentation, as needed.
- Prepares reports, memos, letters, creates forms and other documents.
- Conducts research, compiles data, prepares presentations.
- Performs general office duties, such as ordering supplies, maintaining records, faxing, mail sorting and performing basic bookkeeping work.

Sales/Marketing:

- Willingness to learn and take on a more technical role in supporting the sales/marketing department with order entry; and assist customers with technical product data and sales processing procedures.
- The ability to handle these duties may lead to advancement within the sales function.

Qualifications:

- Bachelor's degree preferred.
- 4+ years of related experience; or equivalent combination of education and experience.
- Advanced knowledge for Microsoft Office products including Word, Excel, PowerPoint, Adobe, and Outlook.
- Proficient in Internet related work, i.e., research.
- Strong relationship-building and interpersonal skills.

- Must possess excellent verbal and written communication skills.
- Proven ability to take initiative and anticipate needs; works independently with some guidance.
- Must be a team player with a positive attitude.
- Demonstrated acumen for solving complex problems and prioritizing workload.
- Strong attention to details and deadlines.
- Maintains professional demeanor in all communications.
- Ability to manage multiple priorities while remaining highly effective and efficient.

Benefits:

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Company Paid Life Insurance, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Vacation, Personal Time, On-the-job Training, Employee Assistance Program

Pre-Employment Requirements:

Taylor Devices, Inc. conducts background checks and pre-employment drug testing on all final candidates for employment.

How to Apply:

Submit a resume to: employment@taylordevices.com

Taylor Devices is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.