



13300 6<sup>th</sup> Avenue North  
Plymouth, MN 55441

## Receptionist / Administrative Assistant

Electro-Mechanical Industries, Inc. (EMI) is a family owned, custom manufacturer of electrical power distribution equipment located in Plymouth, MN. The company, with 39 years of steady growth and product innovation, provides products and services to commercial and industrial customers throughout the US and Canada.

**Purpose:** The Receptionist / Administrative Assistant will have various administrative, customer service and accounting related functions. The Receptionist / Administrative Assistant will perform the reception service tasks' in a courteous manner to align with the image of EMI.

This is a full-time position; hours are Monday-Friday from 8 am-5 pm.

### Job Duties:

- Receptionist
  - Greet visitors and incoming phone calls in a courteous manner.
  - Assure the smooth and efficient flow of information through the office.
  - Handle customer order requests, information and complaints in a professional and friendly manner.
  - Process the incoming and outgoing mail.
- Accounting/HR
  - Daily bookkeeping
  - Assist with credit, billing, accounts receivable, bookkeeping and payroll.
  - Assist in the invoicing process.
  - Responsible for Daily labor hour input and Bi-Weekly payroll input.
  - Support HR with various tasks and projects.
- Customer Service/Sales Support
  - Maintain and support the customer service database.
  - Support the Customer Service department in the preparation of quotes for products and services and/or manuals.
  - Support sales staff with quotations and other special projects.
  - Perform all other tasks and duties assigned by the immediate supervisor or the COO.



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**Knowledge, Skills and Abilities:**

- Detail oriented individual
- Excellent interpersonal communication skill
- Excellent organizational skills

**Education requirements:**

- High School diploma or equivalent

**Experience requirements:**

- Familiarity with email, Word and spread sheets.
- Preferred: A minimum of 1 year of experience in either customer service or in a financial environment with bookkeeping responsibilities.
- Preferred: Familiarity with accounting software.

**Physical Requirements:**

- Work performed primarily in an office setting.
- Regularly required to sit/stand/walk and bend

**Job Classification:** This is a full-time, non-exempt position with working hours of Monday-Friday from 8 am – 5 pm.

To apply for this position, send your resume and salary requirements to: Human Resources @ [Careers@e-m-i.com](mailto:Careers@e-m-i.com)