



Engineering Assistant Job Description

Reports To: Manager	Department: Engineering
Classification: Non-Exempt	Date: 6/20/08

SUMMARY:

Organizes and performs a full range of administrative duties of a complex nature that requires a thorough understanding of departmental organization, functions, policies and procedures and establishes priorities for general office operations.

ESSENTIAL FUNCTIONS:

- Prepares a variety of departmental material such as reports and documents that are often of a specialized/technical/confidential nature.
- May be required to extract information from different sources and require individual judgment in selecting methods of arrangement and suitable format for presentations.
- Performs administrative duties on behalf of supervisor.
- Compiles material and attends meetings.
- Designs, maintains office filing systems.
- Composes/prepares routine correspondence, forms, and reports.
- May perform a variety of assignments related to the administration of regularly recurring programs/projects.
- Responds independently to telephone and in-person inquiries that require a thorough understanding.
- Ensures an efficient flow of departmental office and information services.
- Recommends/changes/enhances office routine and equipment.
- Performs a full range of secretarial duties as required.
- Organize and update engineering drawing file cabinet
- Continuous communication with Japan office
- Create kanban cards for maintenance spare parts
- Update maintenance records
- Track monthly expense report
- Track attendance for department
- Process orders request
- Receive quotes from vendors
- Other duties as assigned.



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KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent knowledge of office procedures
- Communicate effectively, clearly and concisely, both orally and in writing in Japanese and English
- Translations from English to Japanese or Japanese to English during meetings or emails.

SUPERVISORY RESPONSIBILITIES:

N/A

WORKING CONDITIONS:

Ability to sit and work on a computer for extensive periods of time is required. While performing the duties of the job the employee is frequently required to sit, talk, see, and hear.

Administration is a typical office environment with a moderate noise level, however occasionally this position will require the employee to visit the manufacturing environment with a high noise level that may require hearing protection.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. However, we prefer the following.

- Requires High School Diploma or GED.
- Associates in Human Resources preferred.
- Must have excellent computer skills.
- Must have exceptional problem solving abilities.
- Must be able to work independently.
- Must be detail oriented and organized.

Approved By:		Approval Date:	
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