

PhiBer Manufacturing JOB DESCRIPTION

March 21, 2023

POSITION TITLE: Assistant to the President

SUMMARY OF THIS POSITION

Under the supervision of the President, the incumbent will work individually as well as with the President to perform duties that bring relief to the President and free his time to attend to the more pressing matters.

LOCATION:

The job will be carried out on site at 108 New Hope Drive, Building A.

OUTLINE OF DUTIES

Administration:

- Perform administrative duties for the position such as:
 - Read and screen emails
 - Return emails
 - Prepare documents
 - Research a variety of topics

Phone Duties:

- The President will communicate with the incumbent the areas of priority and necessity.

It will be their duty to carry out the tasks in the most efficient and productive way possible.

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. This position will require a high degree of discretion and confidentiality will be taken very seriously. Signing an NDA will be required for this position.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk.

TRAVEL

This position will require occasional trips to procure items needed by the President.

RENUMERATION

This position would be an hourly position.

- Base wage: Dependent upon experience
- Hours: Part time Monday to Thursday is preferred but can be flexible for the right candidate.

BENEFITS

This position would include 2 weeks of vacation per year.

EQUIPMENT

Laptop will be provided.