**WEBSITE POSTING:**

**Administrative Assistant – Sedalia**

DeLong’s, Inc. is a steel fabricator that produces steel bridges and miscellaneous bridge components for the transportation industry and structural steel for the building industry. The company, founded in 1944, has approximately 190 employees at its locations in Jefferson City and Sedalia, Missouri. We are seeking applicants for a full-time Administrative Assistant at Sedalia location. All qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

**Requirements:**

* A high school diploma or equivalent is required; an associate degree with emphasis in Office Management or a related field, or equivalent work experience is preferred.
* Strong verbal, written, interpersonal, and analytical skills are required.
* Proficient computer skills, including Microsoft Office suite are required.
* Professionalism, attention to detail, and time management skills are required.

**Duties and Responsibilities:**

* Provide administrative and secretarial support for the Sedalia Plant Manager.
* Various office related tasks, including typing, filing, and scheduling.
* Perform organizational duties, such as record keeping, coordination of schedules, ordering supplies and working on special projects.
* Facilitate effective communication between the Sedalia facility and all other departments within the organization.
* Exercise independent judgment in planning, prioritizing, and organizing diverse workload.
* Ensure timely completion and submission of timesheets to Accounting and Human Resources departments.
* Perform basic accounting functions, such as managing purchase orders, reconciling petty cash, and ensure organization and retention of applicable documents.
* Coordinate special events, including appreciation lunches, health fair, and holiday party.
* Ensure potentially sensitive and confidential information is protected and treated with appropriate discretion.
* Perform other duties and special projects as requested by management.

DeLong’s, Inc. offers a competitive salary based on education and experience and a competitive benefits package, including health insurance, paid time off, and a profit sharing and pension plan. This position will remain open until filled but interested candidates are encouraged to apply by April 3, 2020. If you are interested in working for a well-established company, please send your resume, completed application, and salary requirements to:

DeLong’s, Inc.

Attn: Human Resources Department

Human Resources Manager

P.O. Box 479

Jefferson City, MO 65102

or

careers@delongsinc.com

For more information about DeLong’s, Inc., please visit <http://delongsinc.com/>.