



SALES ADMINISTRATIVE ASSISTANT – FULL TIME (Monday – Friday)

Part of the ACROTEC Group, Vardeco SA and its US based company Vardeco Inc have been manufacturing and distributing high precision machined parts for electronic and connectors industry for over 30 years.

SUMMARY OF POSITION

To support our growing business in North America, Vardeco Inc is looking for full-time **Sales Administrative Assistant**

Position located in Westborough, MA

Must be authorized to work in USA (no Visa sponsorship)

This role will be a key support staff for all sales orders and sales representative support.

- Entering Sales orders / Purchase Orders
- Create Sales related documents (invoices, packing slips, PO confirmations...)
- Order entry into our CRM, creation of RFQ/RFP
- Develop and maintain an efficient documentation and filing system.
- Logistic tracking and correspondence with production partners
- Follow up with suppliers and production partners
- Interact with accounting divisions to receive payments
- Receive calls, take messages and route correspondence.
- Make travel arrangements for Executives as necessary.
- Ability to multitask and prioritize daily workload
- Strong organizational skills
- Open-minded and interested in learning
- Work with discretion and tact when exposed to confidential information
- Excellent verbal and written communication skills
- 3-4 Years of related Administrative Assistance experience required
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint...)
- French speaking would be a plus

You are confident, dedicated, and focused on making improvements, reaching out for new solutions... you want to be part of the development of a new company.

VARDECO INC is an Affirmative Action/ Equal Opportunity Employer. We do not discriminate in employment and personnel practices based on race, sex, gender identity, age, ancestry, disability, religion, national origin, marital status, sexual preference, political affiliation or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

Apply and send your resume to Sam Banon: sam.banon@acrotec.ch