



## **Administrative Assistant, Mail – Manitowoc, WI**

### **GENERAL SUMMARY:**

Responsible for sorting and delivering the company mail plus taking all bank deposits to the bank daily.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Sort and deliver Corporate mail to appropriate person in-house two times a day, to Manitowoc Plant once a day, and to the Distribution Center twice a day.
- Deliver faxes two times a day per schedule.
- Maintain sufficient funds in postage meter. Stamp outgoing mail. Prepare outgoing UPS. Setup UPS bill for payment.
- Take bank deposits to the bank daily. Also pick up bank deposits at U. S. Bank and M & I.
- Monitor company car pool vehicles and logs. Arrange for maintenance on car pool autos. Take cars through car wash and have cleaned out as necessary.
- Do monthly mileage reports on car pool vehicles. Record mileage on mail car daily in mileage book.
- Maintain magazine subscription renewals, routings, filing, etc.
- Run errands as necessary.
- Purchase lunchroom and coffee supplies and make other purchases as necessary. Take care of coffee fund.
- Purchase all office supplies and minor equipment.
- Maintain paper, stationery, envelope inventory and order as needed.
- Monitor and assist with servicing all office equipment and building maintenance, such as faxes/Copiers, appliances, plumbing electric, heating/cooling and snow plowing.
- Monitor Company keys.
- As backup for the switchboard, answer and greet visitors in a friendly and professional manner.
- Provide cleaning service and supplies on approval.
- Unpack office supplies delivered each week.
- May perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge usually acquired in four years of high school or vocational school and may include short-term course work.
- One to two years experience.
- Ability to read and understand instructions
- Ability to operate all general office equipment.
- Ability to exchange information on factual matters, understand instructions, and perform other duties which require a basic level of listening, reading, speaking, and writing skills.
- Ability to perform some administrative skills, including skills to operate the switchboard.
- Ability to work with other employees.
- Ability to problem-solve with some guidance as well as offer solution ideas.
- Must have a valid driver's license.
- Ability to lift and carry 35 pounds.

### **TEAMWORK AT LAKESIDE (TAL):**

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

### **PHYSICAL DEMANDS:**

- Must frequently lift and/or carry up to 35 pounds.
- The required time to perform the duties and responsibilities of this position is 30-40 hours per week.

### **WORK ENVIRONMENT:**

- Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.
- May encounter inclement weather conditions (snow, rain, ice, sub-zero temperatures) when using company car for daily trips to the Manitowoc Plant, Distribution Center, bank, post office and to run other errands.

**Interested applicants should contact:**  
Lakeside Foods, Inc.  
Attn: Human Resources Administrator  
808 Hamilton St  
P.O. Box 1327  
Manitowoc, WI 54220  
or e-mail: [lakeside@lakesidefoods.com](mailto:lakeside@lakesidefoods.com)