

Company Description Accurate Technologies Inc. (ATI) is a global provider of advanced software and hardware solutions for measurement, calibration, and diagnostics in the automotive powertrain sector. For over 25 years, ATI's products have been used by major OEMs and Tier One clients across diverse powertrain formats, as well as in defense, marine, and aerospace applications. The company focuses on creating user-friendly, high-performance tools that improve productivity and efficiency for manufacturers, testers, and calibrators. Headquartered in Novi, Michigan, ATI supports customers worldwide through subsidiary offices in China, France, Germany, India, Japan, Sweden, and the United Kingdom. ATI emphasizes innovation, strong customer service, and long-term partnerships with its clients.

Job Description: Administrative Assistant

Responsibilities

- Manage the office
- Answer the main phone and redirect callers as necessary.
- Assist with monitoring group email addresses for customer inquiries and redirecting them as necessary for action.
- Assist with all printing and scanning information for the team.
- Maintain sales and administration filing system, both hardcopy and electronic copy.
- Meet and greet visitors to the main office.
- Provide refreshment and administration support to meetings and training courses in the main office.
- Assist with the creation and issue of customer quotations.
- Receive all purchase orders from customers and check details against quotation, customer payment terms, and action accordingly.
- Email customers with acknowledgments of their purchase orders.
- Raise and place orders for goods with ATI USA and relevant suppliers.
- Keep customers up to date with the estimated delivery dates of their orders.
- Work with ATI USA to consolidate sales order deliveries to ATI India where possible.
- Receive all goods in, unpack and check against packing slips/orders noting serial numbers for all goods received.
- Repackage goods for dispatch, check customer purchase orders, request invoices, and create packing slips and shipping paperwork for delivery to customers.
- Fulfill and issue documentation to customers for software orders.
- Organize shipping for domestic and foreign countries.
- Maintain customer accounts in the CRM system to ensure contact information is up to date.
- Ensure scanned versions of key sales and administration documentation is stored in the electronic filing system.

- Update daily/weekly various excel tracking and recording worksheets for sales and administration key tasks.
- Check monthly expense claims against credit card statements.
- Monitor and maintain a good level of stocks for stationery, kitchen consumables, giveaways, and product stock and advise the Office Manager when reordering is necessary.
- Monitor the office facilities and advise the Office Manager of any action required for repairs and hazards.
- Assist with exhibition preparation with giveaway packs and any other assistance as required.
- General administration for the front office, sales, and office management support when required.
- Other ad hoc duties.
- Provide office guests with a hospitable experience
- Supervise the maintenance of office areas, equipment, and facilities
- Interact with IT, phone, and building personnel as needed

Qualifications

- Bachelor's Degree with 1 - 5 years' experience in office administration
- Proficiency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Excellent written and verbal communication skills
- Ability to multi-task, organize, and prioritize work
- Experience in handling day-to-day activities required for the smooth functioning of the office
- Experience in handling shipping and customs clearance.
- Previous experience of working as an Office Admin in an IT product or service company is preferred.

Apply at admin_in@accuratetechnologies.com