



S. HIMMELSTEIN & COMPANY

2490 Pembroke Avenue
Hoffman Estates, IL 60169
847-843-3300
saleshr@himmelstein.com
www.himmelstein.com

Administrative Assistant

Hoffman Estates/Chicago Area
\$18.00/hour plus benefits

Join the manufacturing industry by starting or growing a career at S. Himmelstein and Company! Our organization has continually grown since 1960 and continues to this day. Growing partnerships. Growing technology. And most importantly, growing careers. We foster an environment where those new to the industry have access to industry leaders, supportive personnel, and resources for career-pathing.

S. Himmelstein and Company is the nation's leading torque sensor manufacturer. Since 1960, it has assisted engineers in advising and sourcing the right technology solutions.

Position Summary:

The Administrative Assistant is an important team member to Himmelstein. The successful candidate will be responsible for dispatching work orders and preparing shipments. They will answer customer service calls and emails. The Assistant will support the management team with any other duties as required.

Essential Functions and Responsibilities:

- Carry out reception duties if/when appropriate and provide administrative support including photocopying and preparation of documents and record and distribute incoming and out coming mail.
- Complete administrative tasks, scheduling essential calendar activities, arranging meetings as required.
- Accurate and timely data gathering and input is an initial requirement with roles expanding in line with performance.
- Play a key part in our accounting processes.
- Correspond both written and verbally with colleagues and external contacts. Maintain confidentiality in client dealings and files as appropriate.
- Be aware of and act in accordance with Himmelstein health and safety policy and conduct all activities in a manner which is safe to all staff.

As the organization grows and changes this role will do the same. The above-mentioned duties are not exhaustive and the Assistant will be required to carry out other duties as and when necessary. It should be noted that stated duties associated with the role may change to meet the future needs of the organization.

Education and Experience:

- Completion of High School Diploma or GED
- Minimum one (1) to two (2) years of customer service or administrative experience

Qualifications:

- Administrative skills, including the ability to manage priorities self-reliant, good problem solver, results oriented.
- Ability to provide customers with great service and support the Office Manager and Sales Manager with their tasks.
- Competence in working collaboratively and ability to take direction
- Working knowledge of Word and Excel
- Dependability working in a sales environment and willingness to work in an office.
- Strong relationship-building, interpersonal, and organizational skills.

What's In It for You: Team Himmelstein Benefits

- Paid Health Insurance
- Dental Insurance
- Company-paid Basic Life Insurance
- Short-Term Disability Insurance
- Extensive Growth Opportunities
- Generous PTO and paid holidays for full time employees
- Extra cash opportunities through company incentive program

Immediate start for the right candidate. Salary negotiable depending on experience.

If you believe that you are the right fit, have the skills and expertise to add to our existing team and are looking to join a company where progression is a core value, please apply at saleshr@himmelstein.com.

Candidates for all positions with S. Himmelstein and Company must be legally authorized to work in the United States on a permanent basis. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for any positions with Himmelstein.