



215 Philadelphia Street  
Hanover, PA 17331-2039 USA  
e-mail: sales@caminnovation.com  
caminnovation.com ■ spiraltapingmachines.com

*Transforming Thought into Process and Product*

**Phone:** 717- 637-5988

## **Administrative Assistant**

**CAM Innovation** is looking for a self-motivated and experienced Administrative Assistant to join our Team. If you are a hard-working individual who can manage multiple tasks successfully and likes a busy environment with flexibility and many opportunities to learn and practice skills, then we are interested in you!

**CAM Innovation** is a family-owned, locally operated machinery manufacturer who, for over 100 years in Hanover, PA, has designed and assembled custom machines for clients throughout the world. Our clientele includes the railroad, mining, automotive, renewable energy and most recently the aerospace industries. Our dedicated Team Members takes great pride in the craftsmanship which leaves our shop floor. Our business is growing, and we are in need of flexible, experienced team members committed to helping us develop and innovate CAM's products and services.

### **Job Summary:**

Responsibilities are to support the complete CAM Sales effort from developing marketing materials to preparing offers and presentations to reviewing and entering Purchase Orders.

### **Responsibilities:**

- Prepare bid packages, price quotes, and descriptive literature for clients.
- Review contracts and purchase orders to identify milestones such as pricing, reporting, insurance, bonds, ship dates, freight, training, etc. and help format the internal sales order acknowledgment.
- Enter Sales Orders into the ERP system and monitor contract changes to update the accounting system accordingly
- File contract documents and correspondence (electronic and hard copies) to maintain project history.
- Create and maintain a client contact database
- Arrange travel documents (visas, passports, vaccinations, hotel, airline tickets, etc.) for sales and service team members
- Update social media and website accounts.
- Respond to client inquires by phone or email
- Assist with arranging trade show attendance
- Arrange overseas shipments including selecting HS codes
- Maintain master price lists
- Respond to RFQ's for parts, issuing quotes through our ERP system
- Provide admin support to the Sales Team, management, and other staff
- Assist in collection efforts as needed by informing Accounting Department of the necessary contact points and billing adjustments

### **Required Skills/Abilities:**

- Proficient in Microsoft Office tools – Word, PowerPoint, Excel, Access – as well as Acrobat and photo editing software in order to prepare price quotes, reports, presentations, sales leaflets and manuals
- Learning and working with various types of software for digital marketing

- Excellent written and verbal communication skills
- Efficient time management skills
- Ability to multitask and meet deadlines
- High organizational skills
- Learn company ERP system to enter quotes, invoices, sales orders, packing lists and purchase orders

**Preferred Skills/Abilities:**

- Knowledge of Excel
- Experience in exporting
- Ability to write blogs, white papers and reports

**Education and Experience:**

- High school diploma or equivalent qualification required
- A minimum of 5 years' experience in a similar role

**Physical Requirements:**

- While performing the duties of this job, the employee may need to sit or stand as needed
- Reaching above shoulder heights, below the waist or pulling or lifting as required filing documents , and storing materials
- Work environment: Ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

If your passion is to work in a face-paced environment to service clients around the world, **CAM Innovation** is the place you want to consider. Apply today!