



GROEBNER®
POWERED BY EXPERIENCE

Administrative Assistant

Primary Location: Minnesota Office

Reports to: Controller

Description:

A leader in the natural gas industry since 1976, GROEBNER is a distributor and manufacturers' representative focused on natural gas companies and contractors. Now third generation led, we are proud to be family owned and operated for more than 45 years. Team GROEBNER has more than 650 years of combined industry experience and focuses every day on providing safe, reliable products, training, and services to our customers in support of their ever-changing needs.

Summary:

This position will hold a variety of tasks such as provide administrative support to ensure efficient operation in the corporate headquarters. The Administrative Assistant will support managers and employees through a variety of tasks related to organization and communication, as well as providing accounts payable/accounts receivable support.

Responsibilities:

- Greeting visitors in a warm, welcoming, and professional manner daily
- Provide ongoing telephone coverage, directing calls to appropriate departments
- Ensure the office is organized and operating efficiently
- Replenish office materials such as office supplies, kitchen supplies, snacks, and bathroom supplies as needed
- Manage incoming and outgoing mail
- Provide administrative support to leadership and staff
- Provide a welcoming office setting that promotes company culture
- Provide support for company and seasonal events
- Manage office subscriptions such as magazines, planters, etc.
- Assist departments in application and implementation of records management policies and procedures
- Assume other receptionist duties when needed
- Support and assist accounts payables weekly process which includes checks, invoices, mailings, and filings
- Enter daily customer payments in ERP system
- Perform data entry tasks accurately and efficiently
- Utilize computer software for accounting purposes to support the team
- Provide support and backup to accounts payable and accounts receivable team
- Process credit applications for approval and new customer account entry
- Support the team with clerical duties such as filing, scanning, and organizing documents
- Complete projects assigned by management in a timely matter

MINNESOTA

21801 Industrial Blvd.
Rogers, MN 55374

ILLINOIS

450 Fenton Lane, Suite 902
West Chicago, IL 60185

KANSAS

19935 West 161st St., Suite A
Olathe, KS 66062

TEXAS

5000 Kaltenbrun Rd.
Fort Worth, TX 76119

- Perform other various duties as assigned
- Work with the GROEBNER team on special projects

Skills:

- Excellent verbal and written communication skills
- Accuracy and attention to detail
- Strong organizational skills
- Maintain a positive and professional attitude at all times, ensuring all customer interactions are handled with courtesy and respect
- Positive mental attitude and high level of collaboration
- Dedication to completing projects in a timely manner
- Positive and friendly attitude
- Proficiency in Microsoft Office Suite
- Proficiency in Microsoft Excel

Abilities:

- Ability to perform in a professional manner
- Ability to manage multi-functional tasks
- Ability to provide high levels of customer service

Working Environment:

- Must be able to sit, walk or stand for extended periods

Qualifications:

- Required High School Diploma or GED
- At least 6 months related experience and/or training; or equivalent combination of education and experience
- Experience in accounts payable, accounts receivable, and data entry

Note: The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.