



Job Posting

Position: Administrative Assistant
Division: Dedicated Division
Reports To: Office Manager
Location: Raleigh / Durham, NC
Working Hours: Monday through Friday: 8:00 a.m. to 5:00 p.m.
Posting Date: March 17,2008
Relocation Assistance: None

Job Summary:

The incumbent is responsible for providing administrative support to the Office Manager and the RAO management team.

Duties and Responsibilities:

- Prepare graphic presentations and reports daily in various office applications including MS Office, PowerPoint, Excel and Access
- Screen, handle, and distribute daily mail within the office areas and between the local branches
- Perform accounts payable procedures – (Properly code received invoices. Forward coded invoices in batch format to the corporate office for payment; Pre-Register all invoices in the ACON accounting system as required; Ensure all monthly invoices are accounted for; Research past due invoices)
- Perform duties associated with the Purchase order process
- Assign Purchase orders numbers
- Produce customer billing invoices from Kuehne + Nagel in FOURSITE
- Process monthly office supply orders for the company and maintain inventory of administrative office supplies
- Maintain information and files for all claims that are filed against KN Raleigh. Maintain Freight Claims Requests and files
- Perform general office filing duties as needed
- Produce general correspondence
- Handle Federal Express and UPS packages
- Maintain and update local Kuehne + Nagel phone list
- Complete special projects, order flowers, and plan events as needed
- Provide support to senior management team

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, to modify, to change, or to rescind the work assignments of different positions and to make reasonable accommodations, if required, so that qualified employees can perform the essential functions of the job.



Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or one to two years' job related experience and/or training; or equivalent combination of education and experience
- Accounting experience strongly preferred.
- Ability to communicate - written and verbal
- Ability to read and comprehend instructions
- Ability to establish priorities and to function in a multi-tasked environment
- Ability to function in a team oriented environment
- Possess professional business demeanor
- Knowledge of the following Microsoft software applications – Word, Excel, Access, PowerPoint, and Outlook

Interested candidates should fax a cover letter / salary requirements and a resume to (919) 905-3796.
No phone calls or email messages please.