



## Executive Assistant

Advanced Powder Products, Inc. (APP) is a fast growing high technology company that specializes in the development and manufacturing of net shape metallic components using Metal Injection Molding (MIM), and 3-D powder metal printing technologies. Using our trademarked technologies – protoMIM® and printalloy®, APP is the first choice of many OEM's when rapid development of new components is required. We manufacture components that make our client's surgical devices, hand tools, firearms, and sporting goods function better.

APP offers some of the best benefits in the Central Pennsylvania Region. These include: paid vacation, sick time, paid holidays, medical, dental, vision, 401K with company match, profit sharing, long-term and short-term disability, and life and AD&D insurance.

[www.4-app.com](http://www.4-app.com)

### Job Characteristics:

- Must be helpful and supportive with management and peers
- Detail orientated and excellent multi-tasking abilities
- Highly efficient and organized administrative support to the President and management
- Fast-paced manufacturing environment
- Must be proficient with Microsoft Office Products – Word, Outlook, PowerPoint, and Excel
- Experience in ERP manufacturing system preferred

### Job Responsibilities:

- Follow up on prospective customers, maintain an internet marketing strategy i.e. Good AdWords, LinkedIn and APP Websites
- Maintain website with new information and technology whitepapers
- Implement marketing and advertising email campaigns using CRM software
- Update and maintain prospect database
- Develop promotional materials with graphic designers
- Support sales staff by scoping prospects, sending literature, preparing quotes, chairing PO review meetings and processing new sales orders
- Proposal writing and submission for government and industrial contracts
- Plan meetings, travel and tradeshows by developing schedules and assignments
- Assistant to President and management
- Project coordination as assigned for management
- Assist with tasks and projects in the Accounting Department
- Assist with confidential paperwork
- Maintain and compile information into reports as well as generating, analyzing and distributing weekly, monthly and yearly reports as assigned
- Order supplies as needed
- Answer phones and take messages as required
- Organize and prepare for company meetings and client visits
- Data entry as needed
- Other duties as assigned



**Requirements:**

- Bachelor's degree in Business or related discipline
- 3-5 years clerical, accounting, and/or office experience working with management level or executive level