

**Title:** Administration Assistant  
**Employment Type:** Full Time Employee Position  
**Department:** Logistics  
**Pay:** DOE  
**Date:** Now

## Company Information

Triton technical provides audio, visual, satellite, and computer network systems consulting, design, and integration services for the private yacht industry. For more information check out our website at [www.tritontechnical.com](http://www.tritontechnical.com).

## Position

We are currently hiring for the position of Full-Time Administration Assistant in our companies Logistics department. Triton Technical will provide on the job training. Must attend training in Seattle, WA twice, 1st week and last week of 90day probation period.

## Essential Duties and Responsibilities

- Manage multiline telephone
- Maintaining paperwork, managing a filing system
- Assist IT Director in daily duties
- Shipping/Receiving packages (domestic and international)
- Keep track and manage a small inventory
- Occasionally test equipment upon arrival to ensure working condition
- Work remotely with a team of people to process incoming and outgoing shipments
- Work with Accounts Payable department on company expenses
- Manage office supplies
- Maintain on call schedule for international IT department
- Compile various reports
- Attend meetings and compile minutes/notes
- Assists and manage company events
- Book company travel
- Maintain the travel calendar and ticket system

- Other duties as assigned.

## Preferred Experience and Skills

- Minimum typing speed 45 WPM
- High School Diploma
- Reliable vehicle (Some driving will be required)
- Intermediate Computer Skills
- Intermediate Microsoft Office knowledge i.e. Excel, Outlook, Word
- Must be able to lift 25 pounds

## Personality Traits

- Excellent work ethic and drive
- Self-starter
- Meticulous attention to detail
- Proactive focus on support
- Exceptional task and time management
- Commitment to lifelong learning
- Keen intuition
- Strong listening skills
- Exceptional organizational skills
- Maximum utilization of current technology
- Well-developed sense of humor
- High energy
- Global awareness and knowledge of cultural differences
- Emotional intelligence
- Self-management capability
- Resourceful and well-connected
- Efficient multi-tasking skills

## Requirements

- High School Diploma
- Valid Driver License

- Valid Passport

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to move up to 25 pounds. The vision requirement includes: ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

## How to Apply

Please submit your resume and references to Career Inquiry @ TritonTechnical.com (no spaces).

