

## **Custom Composite Technologies, Inc.**

### **Composite Technician II Job Description**

Custom Composite Technologies (CCTI) is a global leader creating next-generation composite solutions. Our mission is to produce advanced composite manufacturing solutions that exceed customer expectations from concept to project completion. Our skilled team is what makes CCTI who we are. With over 50 years of collective experience within a broad range of industries including marine and defense, CCTI delivers uncompromising quality using a customer-centric approach.

Composite manufacturing is a growing industry with ample demand and opportunities for growth. As CCTI expands our operations, we are looking to add an Office Administrative Assistant to our team who will support the company's operations, working directly with the owners and consultants to drive efficiency and growth.

### **Office Administrative Assistant**

The Administrative Assistant supports a variety of tasks to ensure the efficient running of Custom Composite Technologies' office and operations. This is a key role that supports the CEO and COO, as well as the General Manager of the business. Must have at least 1 year of experience as an office manager or executive assistant in a manufacturing environment.

### **Primary Responsibilities**

#### **Office Administration**

- Answers calls and allows scheduled guests and deliveries into the building, always maintaining a friendly and professional demeanor.
- Orders and receives office supplies and submits receipts for tracking to finance
- Job Materials: orders, receives, submits for tracking to finance
- Maintains all calendars in the office
- Payroll: Use TCP Timekeeping software to produce payroll report.
- Payroll: Submits weekly payroll report to Payroll Specialist by 11:00 am Monday.
- Support the on-boarding of new employees
- Maintains ordering of merchandise and inventory control
- Works with COO and General Manager to make office improvements
- Help maintain and clean and tidy work environment in the office
- Sends holiday cards, invitations, and other communications to contact list
- Assist in organizing employee lunches, 25th anniversary event or other team meeting
- Attend business meetings and take notes, document action items as requested
- Other duties as assigned

#### **Sales and Marketing Administration**

- Responsible for updating and maintaining the accuracy of the Customer Relationship, entering data into the system and keeping it organized to support sales and marketing team efforts

- Adds New Lead for quoting to Inquiries in Teams/One Drive Server with bid documents for sales support.
- Provide event support as needed

**Required Experience and Skills**

- Proficient in Microsoft Office applications
- Familiarity with payroll systems
- Excellent and clear communicator
- Organized and detail oriented
- Proficiency in Monday.com CRM tool a plus

**Experience Requirements:**

- Must be able to read written instructions in English.
- Must be a United States Citizen or have current Green Card status.
- Must have a minimum of a GED or high school diploma. Associates or Bachelors degree or equivalent experience preferred.