

2024 FULL TIME POSITION

ADMINISTRATIVE SPECIALIST

ELINOR COATINGS, LLC



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About Us

Elinor Coatings creates solutions for corrosion, degradation, and fouling through research in surface protection. We value environmental sustainability and conservation and diversity in backgrounds, experiences, and personalities. This role will join the admin team to support the company and better streamline communications with executives overall.

Primary Responsibilities

Office Duties:

- Answer all incoming calls in a professional and respectful manner and direct calls appropriately
- Schedule meetings, book conference rooms, calendar management, time management, and print calendars for CEO and CTO
- Print, file, and scan documents as needed
- Work with spreadsheets, track and update data in databases, record keeping for specific projects
- Compose business professional emails and letters
- Create SOPs and Work Instructions for job duties
- Event office planning
- Manage the office supply inventory list, order supplies and office snacks as needed
- Create & coordinate travel planning & creation of travel briefings
- Assist Finance with receipt tracking and other finance duties as needed

HR Duties:

- Work with professional recruitment systems on talent searches
- Field applications and facilitate interviews with the hiring committees
- Manage internship programs and attend events, including job fairs, and internal company hiring events.
- Assist with the onboarding of new employees

Additional Responsibilities

- Participate in meetings and reports when appropriate
- Handle sensitive information in a confidential manner
- Run miscellaneous errands if needed
- Additional duties as assigned

Qualifications

Minimum Education/Experience

- Degree in Business Administration, Administrative Support, or closely related fields
- 3+ years' experience in an administrative support role preferred
- Ability to work in a fast paced, ever-changing environment on diverse tasks
- Skills in word processing, spreadsheets, and Microsoft Office Suite.
- Oral and written communication skills to enable working with multi-disciplinary groups of individuals with diverse backgrounds
- Must be able to sign a non-disclosure agreement

Classification and Compensation

Full-time Benefitted

- Competitive salary (\$45-\$55k+) depending on experience
- 100% paid employee healthcare, vision, dental, disability and life insurance
- Starting PTO is 16 days annually with 14 paid holidays and 12 paid sick days
- 401k match up to 5% starting day 1
- Voluntary HSA, Flex, Employee Assistance Program and more

Schedule:

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- 8 hour shift
 - Day shift, 9a-5p
 - Monday to Friday

Application Procedure

Apply via e-mail to careers@elinorcoatings.com:

- Cover letter explaining your interest and summarizing your experience and aptitude for the position
- Curriculum vitae/resume
- 3 references

