



Mactech is looking for an experienced Office Administrator to join the team in our Paducah, KY office.

As a member of the Admin team, who perform at 110%, this driven individual will have the following strengths:

1. Likes to wear many hats and learn new skills daily.
2. Comfortable interacting with both employees and customers.
3. Be competent in prioritizing and working with little supervision.
4. Be self-motivated and trustworthy.
5. Believe in and live our Core Values everyday:
 - Work Safe
 - Work Hard
 - We before Me
 - Welcome Challenges
 - Wow Them

If you are looking for a position that answers phone calls and filing documents, this position is not for you. We are looking for a go-getter who likes to troubleshoot solutions with all departments and come to a solution that supports the overall company mission.

Each day will be different, allowing you to develop professionally and create an expanding career at Mactech.

If you have a mechanical or machining interest, even better! This our specialty 😊

If you fit these qualities, please review the job outline below, apply and we would love to discuss your experience and the value you can add to our team!

OUR REQUIRED RESPONSIBILITIES

- Collects and maintains office payroll in ADP WorkforceNow.
- Processes expense reporting to the corporate office.
- Assists in the new hire onboarding processes.
- Schedules and organizes travel for field service technicians and guests.
- Monitors field service technician required training and credentials.
- Assesses and Maintains Office Supplies and Equipment.
- Answers phones for office and fields/answers all routine and non-routine questions.
- Sorts and distributes all incoming and outgoing mail and supports the shipping and receiving functions.
- Contact for invoicing, credit applications, collections and request to invoice processes.
- Process internal stock orders.
- Other administrative duties as assigned.

ADDITIONAL FUTURE OPPORTUNITIES

- Support our Information Technology team with basic computer and database troubleshooting.
- Aid our customer contract negotiation processes and pre-qualification forms.





- Drive our Safety Database management and completion.
- Manage the company document library on the Mactech SharePoint website.
- Procurement of manufacturing materials and office supplies.
- Backup accountant with basic accounting processes.

SKILLS

- Excellent verbal and written communication skills.
- Strong desire to learn and retain new knowledge.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with ADP WorkforceNow payroll processing.
- Place safety and quality at the forefront.

POSITION TYPE

- This is a full-time, onsite position.
- Typical hours are Monday through Friday, 8 am to 4:30 pm.

COMPENSATION

- \$22-\$24 per hour, depends on experience

BENEFITS

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life/STD/LTD Insurance
- 401(k) Retirement Plan and Match
- Profit Sharing Plan
- Paid Vacation and PTO
- Paid Holidays
- Work Boot and Safety Glasses Reimbursement

Interested? Apply on our website at www.mactechonsite.com/work-here.

