



PSU Public Service Announcement:

Opportunity Knocks... Here Is Your Chance To Work At Roland Sands!

Our mission is to create the best products in the industry... and to have a blast doing it; we are looking for the right person to join our creative team. The perfect candidate will be as passionate, dedicated and crazy as we are. A background in the Powersports Industry is a plus but not required. This is the perfect position for someone that is eager to learn in a creative environment. We also offer a comprehensive and competitive benefits package including 401k with employer match.

Administration Assistant Position Overview:

This position provides administrative support for the Design Center under the direct supervision of RSD's general manager. In addition to administrative support this position deals with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization.

Duties and Responsibilities:

- Provide administrative support to designated team.
- Answer phones, direct calls and take messages.
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.
- Order and maintain inventory of office equipment and supplies.
- Order shop supplies and services.
- Compile, code, process and scan all invoices, contracts, policies and checks.
- Enter Project Accounting time sheets and run status reports
- Review and enter expense reports based on established corporate policies.
- Reconcile monthly credit card statements and prepare for payment.
- Maintain cleanliness and organization of the conference rooms and common areas.
- Provide back up support for retail store, which could include inventory reporting, sales and service.
- Assist in coordination of company events and/or activities.
- Perform related duties as assigned.

Requirements:

- Minimum 2 years experience in an office environment in an administrative support role
- Effective written, verbal, and telephone communication skills
- Exceptionally well organized and multi-task oriented

- Detailed oriented
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, etc.)
- MAS 500 knowledge is a plus

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits:

Our Company offers a comprehensive benefits package including Medical, Dental, Vision, Life, 401k with company match, and more.

To Apply:

Qualified candidates please submit resume to jobs@maggroup.com. Make sure to include your contact information in the body of the message and attach your resume. We look forward to hearing from you.

- Location: Los Alamitos
- Compensation: \$15- \$17 per hour, depending on experience. Full-time.
- Principals only. Recruiters, please don't contact this job poster.
- Do NOT contact us with unsolicited services or offers

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