



## ***EMPLOYMENT POSTING:*** Administrative Assistant

At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.

We currently have the following opportunity for an **Administrative Assistant**.

### ***JOB DUTIES PERFORMED***

- Responsible for reception duties including answering phones, greeting visitors, opening procedures, distributing mail, general office and lunchroom housekeeping, maintaining copy area and equipment and coordinate company luncheons when requested.
- Assist executives and management with clerical duties and reporting as assigned. Assist with hotel and travel reservations for employees and visitors.
- Assist with general ISO duties such as editing flowcharts and documents when updates are approved by management. Compile annual customer satisfaction survey results.
- Assist the marketing department with technical data sheets, binding and laminating projects, database management, website content maintenance, trade show preparation and additional marketing projects as assigned.
- Assist human resources department with maintaining company directories. Assist with job postings, and duties related to new hires and terminations.
- Assist purchasing department with projects and duties as assigned.
- Other duties as assigned.

*Reports to:* Purchasing Manager  
*Non-exempt*

### ***MINIMUM REQUIREMENTS***

- Proficient in use of Microsoft Office, Adobe and other office equipment.
- Excellent verbal and written communication skills.
- High school graduate or equivalent.



1000 Western Drive • Brunswick, OH 44212

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## COMPENSATION

- Healthcare, 401(k), Employee Stock Ownership Plan.
- Salary commensurate with experience.

## CONTACT

Email resume in PDF or Word format to [careers@columbiachemical.com](mailto:careers@columbiachemical.com)  
or mail to:

**Human Resources Dept.  
Columbia Chemical Corporation  
1000 Western Drive  
Brunswick, OH 44212**

*No phone calls please.*