

Fives DyAG Talent Services

<https://www.dyagtalentservices.com/job/administrative-assistant-2100089/>

Administrative Assistant

Description

FIVES DTS is looking to hire an Administrative Assistant for opportunities with an automotive manufacturer in the Warren, MI area.

Responsibilities

- Maintain records, confidential files, and specific reports
- Find innovative ways to create a culture where the team is aligned with enterprise wide business goals
- Continuously looks for ways to improve efficiencies of day to day tasks
- Knowledge of all GM systems i.e. Video Conferencing Systems, Skype, Teams, SharePoint
- Work closely with team to achieve seamless operations of Business Operations
- UAW required reporting and posting
- Departmental ownership of computers and printers to manage IT issues and maintain hardware
- Support department and HR with badge and parking tag needs
- Health and Safety Planner assistance
- Management of offboarding departmental employees
- Maintain the Skilled Trade and Sculptor uniform process
- Maintain TMaCS and Fab Request Program masters
- Coordination of meetings and tours
- Maintain monthly POP 4 Safety
- Departmental HR point of contact

Qualifications

- Office Management experience highly preferred (car dealership, doctors office, etc.)
- OSHA knowledge and UAW health & safety experience is a plus
- Expert level Microsoft Excel skills
- Working knowledge of the following programs:
 - Workday
 - Kronos
 - TMaCS
 - SharePoint & Shared Drives
 - D2 Archive
 - eSAP

Education

- Associates degree in Business or related field required
 - Will also consider equivalent work experience without degree

Job Benefits

Hired employees will receive great benefits along with an extremely competitive compensation package. Benefits will include health, dental, life, and short-term & long-term disability. Other perks include vision insurance, a 401K with company match, paid time off for vacation and sick days, and more.

Hiring organization

Fives DyAG Talent Services

Employment Type

Full Time | Contract to Direct

Industry

Industrial Automation / Automotive

Job Location

Warren, MI

Date posted

May 20, 2021