

Administrative Assistant

Eteros is not your typical employer: we challenge the norm and never take no for an answer. We apply this philosophy to all aspects of our business, from the production floor, to engineering, to finance.

Eteros is seeking a bright, highly motivated, and energetic individual to fulfill the role of **Administrative Assistant**. This job is NOT routine! – it demands someone who is proactive and resourceful in finding solutions to the variety of tasks and issues that will be thrown at them each day. Critical thinking and the ability to pick things up quickly are a must!

Check out what we make here:

www.mobustrimmer.com www.thetriminator.com

The culture at Eteros is extremely important to us. It is a tangible feeling that becomes contagious when you have the right people in place. So, what type of person is the ‘right fit’ for Eteros? Here is what we are looking for when it comes to fit:

| Right Fit | Not a Fit |
|----------------------|-------------------------------------|
| Can-do attitude | “That’s not my job” mentality |
| Strong work ethic | Not eager to learn |
| Sense of urgency | Lackadaisical |
| Resourcefulness | Not putting in an honest day’s work |
| Follow-through | Not a team player |
| Passion in your work | Not taking ownership |
| Happy people | Watching the clock |

Requirements

- Must have a great attitude and be willing to learn!

Salary

\$40,000 - \$50,000 per year

Job Perks

In addition to working with an awesome group of people, Eteros offers a comprehensive benefits package after three months. After one full year of employment, employees are eligible to participate in the company’s Employee Stock Ownership Plan.

Duties

- General administrative support duties
- Assist procurement with processing purchase orders
- Assist with requesting quotes from vendors

- Following-up with vendors on upcoming orders
- ERP data entry
- Keeping organized records and ensuring those records are kept up to date
- Assist with special projects as required

Considered an Asset

- The successful candidate is bright, thrives in a fast-paced work environment, and applies critical thinking to everything that they do
- Excellent verbal and written skills in English
- Strong attention to detail and thoroughness
- Strong organizational skills
- Excellent interpersonal skills
- Ability to work both independently and within teams

Applications

Please take the following two steps to apply:

1. Complete the Predictive Index at the following link:
https://assessment.predictiveindex.com/bo/q50/Ops_and_Supply
2. Submit your application, addressing the requirements of the job poster, to careers@eteros.com