



## **Administrative Specialist**

**Company: Tom Lange Company**

**Location: Pittsburgh, PA**

Tom Lange's Pittsburgh office is seeking an Administrative Specialist to provide excellent service to our growing customer base to help ensure all administrative and general accounting tasks are effectively implemented. The position is a critical role within the operations of the office. This person will work closely with the Vice President of Sales and Account Managers to meet the needs of the office.

### **Essential Responsibilities and Duties:**

The essential functions of the position include, but are not limited to, the following:

- Responsible for first line of contact for collections and managing accounts receivables;
- Processing vouchers for payment;
- Processing all invoices and posting necessary adjustments, and checking that orders are invoiced within a reasonable timeframe;
- Posts and deposits all incoming payments (ACH, wire, check);
- Performing audits to make sure files meet good quality standards;
- Requesting invoices and paying files when they are due;
- Responds to all payment status requests from our vendors;
- Being available back up for other Admins;
- Reviewing closing files, ensuring that all files commission when ready and none are left open for long periods of time;
- Answers incoming phone calls, directs calls and voicemails to correct recipient;
- Assists in setting up vendors and customers to receive electronic payments and invoices;
- Maintains running knowledge of any issues of open files (including most PACA and truck claims), as well as documenting this in the files themselves;
- Ensures all salesmen are following accurate and correct accounting procedures and record keeping;
- Oversees ordering of supplies both printed and office, while also price checking for lowest costs for larger items;
- Supervise, coach, and assist the support staff to ensure optimum productivity and efficiencies;
- Greeter for new employees – handles setting up their accounts and workspaces;
- Maintains storage for closed files and records for PACA required length of time; and
- Other duties as assigned.

### **Qualifications (Knowledge, Skills and Abilities)**

- At least 5 years administrative experience required, with 10+ years of experience preferred;
- Experience managing administrative staff preferred;
- Excellent written and verbal communication skills;
- Outlook experience preferred;
- Self-starter who works well independently and within a team;
- Must be customer-centric with strong customer service skills;
- Detail-oriented with exceptional organizational abilities;
- Ability to prioritize responsibilities and work efficiently towards completion; and
- Strong problem solver/preventer as well as analytical thinker.

*Tom Lange Company, Inc. is an equal opportunity employer. We make all employment decisions on the basis of ability and job-related qualification, without regard to race, religion, sex, color, national origin, age, disability, sexual orientation, military status, marital status, or any other classification proscribed under law.*

For additional information about our Company, please check out our website at [www.tomlange.com](http://www.tomlange.com).