



ISI Inc. dba Industrial Works	QMSD-1027 Job Description – Office Support Specialist		
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Job Title	Office Support Specialist
Department	Administration
Supervisor	Office Coordinator

<p>Job Summary</p> <p>Industrial Works is a Mid-Size Diversified Metals Fabrication Company located in Green Bay, WI that is experiencing growth. We distinguish ourselves in the marketplace by our proven advantage of Manufacturing Excellence, Project Management, On Time Delivery, and Superior Customer Service. We are looking for a full-time Office Support Specialist to perform a wide array of Administrative, Purchasing, Accounting, and Human Resource functions while interacting with coworkers daily. This opportunity offers a competitive salary and benefit package while working with a great team in a growing company. Must be versatile and organized. Responsibilities include the handling of confidential material.</p> <p>Office Support Specialist Location: Green Bay, WI Wage: \$15.00 - \$19.00 Varies based on experience. Shift: First Job Type: Full Time</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Competitive hourly pay • Annual Cost of Living Increase in Pay • 401k • Fully Vested 401k Match • Company Paid Health Insurance • Health savings account • Short Term Disability • Long Term Disability • Company Paid Dental Insurance • Vision Insurance • Bereavement Pay • Company Paid YMCA Membership • Tuition Reimbursement • Paid Holidays • Paid Vacation • Annual Unused Vacation Payout • Unpaid Time Off Upon Request
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Duties and Essential Job Functions

The essential job functions include:

- Accounts Payable
- Purchasing
- Time Keeping
- Reception
- Engineering Support
- Human Resources Support
- Accounting Support
- Willing to work overtime as needed.
- Other Duties as Assigned

Personal Effectiveness Competencies

This position is very active and requires a high level of motivation, dependability, reliability, and a willingness to learn new processes as they arise. Effective communication both written and verbal are critical to this position. Able to work in a team environment and independently.

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Model professionalism in the workplace.
- Manage administrative projects.
- Assist in creating an organizational workforce plan.
- Assist in developing training programs.
- Assist in examining organizational total rewards programs.
- Assist in incorporating employment law into business practices.
- Assist in facilitating effective employee relations.

Academic Competencies

The Academic Competencies of this position will require:

- High School Diploma or GED.
- Proficiency in Microsoft Outlook, Word, and Excel.
- Researching, Locating and Using Information.

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Workplace Competencies

The workplace requires the following competencies to for this role to be successful:

- Teamwork
- Adaptability & Flexibility
- Customer Focused
- Safety

Industry-Wide Technical Competencies

Industry based Competencies required in this role include:

- Understand the organizations manufacturing process and production needs which are to be supported by this position.
- Focus on Quality and Continuous Improvement.
- Engage in manufacturing process development.
- Work compliant with OSHA Standards.

Management Competencies

The Industrial Works Leadership Team focuses on continuous improvement requiring this position to assist in implementation of improvement initiatives through:

- Leadership – (Example: Be professional at what you do show pride in your work)
- Strategic Thinking – (Example: Develop & Implement Processes, Process Improvement Ideas)
- Resource Management – (Example: Equipment Maintenance logs updated?)
- Commitment to Safety
- Values and Ethics
- Support of Diversity

Other Competencies (As Necessary)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to be seated at your desk for the majority of shift.