

Hello,

I am the Corporate Recruiter for Ricoh Electronics, Inc, and seek qualified candidates for the following position. Please have applicants send their resume electronically to: jobs@rei.ricoh.com

Thank you

Nancy Rosen

Recruiter/Generalist

Human Resources Department

Ricoh Electronics, Inc.

(714) 566-3280 direct line

Job listings: www.rei.ricoh.com/emp_openings.html

Department Admin.

Location: Redhill/Warner

Requisition #: 104190

Work Hours/Days: 8:30 am ? 5:00pm

Ricoh Electronics, Inc. is a leading manufacturer of advanced office automation equipment including digital copiers, peripherals, thermal media, and toner. We are a business of 1,100 employees with locations in Tustin, California and Lawrenceville, Georgia.

This exciting opportunity will perform administrative support activities to support the facilities maintenance department.

RESPONSIBILITIES:

1. Process invoices and prepare Accounts Payable forms for facility maintenance projects.
2. Receive and analyze customer satisfaction surveys from internal departments.
3. Utilize various computer software to perform administrative duties related to purchasing and accounting activities.
4. Prepare documents for approval of expenses on facility related projects.
5. Customize forms and computer files using updated software.
6. Prepare monthly financial allocation and prepare end-of-month financial report.
7. Prepare end-of-month work order report.
8. Track invoices and work orders to maintain accurate expenses and allocations.
9. Create and maintain new lotus notes database as a facility maintenance library.
10. Assist in preparation of department business plan.
11. Assign work orders, schedule routine preventative maintenance with facility technicians and follow up after project is completed.
12. Order office and maintenance supplies.
13. Assist in monthly facility tours and prepare summary report of incidences.
14. Audit monthly inventory of supplies and compare prices.

QUALIFICATIONS:

High School diploma or equivalent. AA degree preferred.

Minimum 2 years of administrative support experience with 1 year in customer service.
Microsoft Office skills including intermediate Excel, PowerPoint, Word, and Access.
MS certification a plus.
Must have good business writing skills.
Excellent verbal and written communication skills.
Basic accounting / financial skills
VBA for Access helpful
AutoCAD helpful.
Must be able to work independently in a secluded office.

Ricoh Electronics, Inc. offers advanced training, challenging assignments, competitive compensation, an employee-empowered work environment, and outstanding benefits including a 401(k) plan with a generous employer match and a discretionary profit sharing contribution.

For consideration, submit your resume to:
email: jobs@rei.ricoh.com

For additional information please visit our website at www.rei.ricoh.com
Affirmative Action M/F/Vet/Disab, Equal Opportunity Employer.