



Steel for the Cutting Tool Industry

Administrative Assistant

BESTAR LLC is part of the BESTAR Steel Group a global steel service center headquartered in Remscheid, Germany. Globally we have approx. 60 employees. Our customers are manufacturers of industrial saw blades, knives and tools for various applications.

BESTAR LLC is responsible for BESTAR Steel Group sales in North and South America. Our office is located near GA-400 Exit 6 Northridge Road. Our warehouses are in Atlanta (GA), Columbus (OH), Cleveland (OH) and Portland (OR).

We have an immediate opening for an

Administrative Assistant

Please find details on the following page.

Should you be interested in this opening please email your resume to jobs.us@BESTAR-STEEL.com. Only qualified candidates and candidates eligible to work in the U.S. for any employer will be considered.

BESTAR LLC

400 Northridge Road | Suite 580 | Atlanta, GA 30350 | U.S.A.

Phone +1 (770) 801-8855 | Fax +1 (770) 234-4114

info.us@BESTAR-STEEL.com | www.BESTAR-STEEL.com

Company	BESTAR, LLC
Location	Atlanta, GA (USA) (Norht Atlanta - near GA-400 Exit 6 Northridge Road)
Position	Administrative Assistant

Responsibilities include, but are not limited to:	<ul style="list-style-type: none"> - support sales, purchasing, and customer service team - answer phone and respond to email from customers - communicate with sales department on customer requests - process orders and send confirmation to customers - issue purchase orders for toll processing (cutting, milling, etc.) - obtain freight quotes from brokers and carriers - coordinate shipments with warehouses - process billing and send invoices to customers - data entry into CRM and ERP system - light accounting duties - general administrative duties
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Qualifications:	<ul style="list-style-type: none"> - college degree or 2-3 years job experience in similar position preferred - excellent verbal and written communication skills - strong mathematical skills - solid organizational and computer skills - proficiency in MS Office applications (Word, Excel, Outlook, etc.) - ability to perform administrative and related office duties at a complex level - ability to multi-task, plan, organize and prioritize work - strong job commitment, initiative and attention to detail - ability to work independently, as well as part of a team
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Benefits:	<ul style="list-style-type: none"> - health insurance - vision - dental - LTD - 401k - life insurance - flexible spending account (FSA)
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