



Job Description: Administrative Assistant, Asheville

Overview

If you are a multi-talented problem solver with strong initiative, this role is for you. The Administrative Assistant is a part-time position responsible for office and clerical tasks in support of our manufacturing and sales operations. This position is based in our Asheville, NC location but will also work closely with our headquarters near Boston, MA.

The ideal candidate is excited to wear multiple hats and take initiative to tackle a variety of small tasks that make a big difference. This role will serve as the first line of communication for vendors and customers. They will also oversee inventory management, purchasing, shipping, and fulfillment operations using our MRP (material requirements planning) software. The Administrative Assistant may occasionally be asked to assist with light manufacturing tasks during periods of elevated manufacturing volume. They should be self-motivated, independent, driven, detail-oriented, organized, and highly computer literate, with strong written and verbal communication skills.

Depending on the applicant's skills, this role ideally will also incorporate basic business administration, processing accounts payable/receivable, using our ecommerce platform, social media/marketing, sales support, and writing documentation.

This is a hybrid position with flexible scheduling and room for growth. The administrative assistant will primarily work remotely but will need to be available locally at our Asheville, NC location for on-site requirements during standard business hours as needed, at least one day a week.

Responsibilities:

- Support administrative tasks to ensure the business is running smoothly
- Support manufacturing team with order fulfillment and shipping operations
- Manage and use our MRP system, which includes:
 - Monitoring production schedule to meet sales & manufacturing goals
 - Managing inventory and submitting purchase orders to resupply
 - Tracking and logging manufacturing orders
 - Data entry for parts, vendors, and pricing information
 - Generating manufacturing, sales, and financial reports
- Monitor and maintain ecommerce and wholesale channels
- Monitor customer, dealer/distributor, and vendor communications
- Support tasks including planning, scheduling, errands, light assembly, printing, packaging product, or other production tasks.



Potential responsibilities (depending on qualifications):

- Marketing tasks such as social media posts, email announcements, and responding to comments/messages
- Monitoring accounts payable and receivable
- Document standard operating procedures for relevant tasks
- Maintain file and media organization on company servers
- Maintain state and federal compliance (OSHA, ESC, US/state DOL)

Required Skills:

- Strong computer literacy (Windows preferred, Mac acceptable)
- Strong MS Office and Google Workspace skills
- Effective communication skills, both verbal and written
- Proficiency working in a collaborative team setting
- Familiarity with purchasing operations, ideally in a manufacturing environment

Preferred Skills:

- Experience with MRP systems and inventory management
- Experience with QuickBooks Enterprise or similar accounting tools
- Light website or e-commerce management skills (Squarespace, Shopify, etc.)
- Experience with basic graphics and layout tools such as Photoshop
- Familiar with social media management (primarily Facebook and Instagram)
- Familiarity with electronic musical instruments (guitar, effects, synthesizers)
- Understanding of basic electronics manufacturing and/or lean manufacturing concepts such as DFT, Six Sigma, etc.
- Proficient writing and copy-editing skills.

Qualifications:

- 1 or more years of work experience in an administrative, office manager, accounting, or manufacturing support role
- In lieu of above experience, Associate's or Bachelor's degree in business administration, accounting, manufacturing administration, communications, or a related field

Company Profile:

Hypertriangle Inc is a small audio electronics manufacturer providing engineering and manufacturing support to low and mid volume audio and music industry brands. With offices in both Asheville, NC and Boston, MA, we strive to create an inclusive and enjoyable workplace with an emphasis on quality of life and work/life balance. We promote flexible work hours, open communication, a creative culture, empowering our people to rise to their capabilities, and remembering to have fun.