



# National Electrostatics Corp.

7540 Graber Road, P.O. Box 620310  
Middleton, WI 53562-0310  
U.S.A.

Tel: (608) 831-7600

Fax: (608) 831-9591

E-mail: [nec@pelletron.com](mailto:nec@pelletron.com)

Web: <http://www.pelletron.com>

---

**Great benefits in a dynamic workplace that is respectful, friendly and fun – we are a team that is committed to making and keeping our customers very happy!**

This is a regular full-time position with the responsibility of front desk administrative assistance for a manufacturer of unique scientific instruments. Safe work habits, attention to detail, accuracy, good attendance, and excellent organizational skills, the ability to work and think independently, along with the ability to work cooperatively with others in a positive and professional manner are expected. Must be able to pass a drug screening and background check will be performed.

Benefits include paid holiday, vacation, sick leave, disability, life insurance, employer sponsored group health and dental insurances, ESOP and 401(k) retirement plans.

**Job Title: FRONT DESK ASSISTANT**

**Job Level: Hourly**

Work Hours: 7:45 a.m. – 4:15 p.m. CST

**Essential Duties:**

1. Answer a multi-line telephone system
2. Track employee attendance data
3. Scanning/tracking of corporate daily correspondence, photocopying and filing documents
4. Customer user manual assembly, including printing/folding/binding
5. Post outgoing mail (USPS), including certified/registered services, maintain inventory of mailing supplies
6. Review and edit communications created by other employees for accuracy (ex. emails, letters, quotes, proposals, etc.) prior to distribution
7. Act as back-up for departmental staff members (ex. vacations, etc.)
8. Other similar tasks as assigned

**Qualifications:**

1. Experience as an Office Assistant or in a related field
2. Experience with word processing software (ex. Word Perfect, MS Word, etc.)
3. Typing speed of 50 words per minute
4. Stellar customer service skills
5. Fluency in reading/writing in English language
6. Strong attention to details
7. Ability to work well under limited supervision
8. High school diploma or equivalent

**Physical Requirements:**

1. Sit at a desk for prolonged periods of time
  2. Stand at photocopy machine
  3. Eyesight vision of, or corrected to, 20/20
  4. Ability to lift up to 15 pounds at times
- 

Visit [www.pelletron.com](http://www.pelletron.com) to find out more about NEC and our products and apply!

*NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.*