

Terma North America (TNA), the US subsidiary of Denmark based Terma A/S, is searching for a highly qualified **Administrative Assistant** to join our team of exceptionally dedicated professionals in an exciting and successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile, and fast responding partner for mission customized solutions. For further information, please visit www.terma.com.

Location: Atlanta, GA (Cumberland/Marietta)

The Challenge:

The Administrative Assistant provides professional office and administrative support to various departments with emphasis on supporting Accounting, while performing a variety of front office duties including: reception, data entry, filing, mail sorting, shipping/receiving, event coordination, scheduling, etc.

The successful candidate will be self-motivated requiring minimal supervision in an ever-changing environment. Additionally, the candidate must be motivated to learn new skills and techniques to stay current with changes. Attention to detail, communication and documentation skills across a multi-disciplinary and multi-location environment, resourcefulness, and organization skills are a must.

Job Duties:

- Provides administrative support to various internal departments; Accounting, Engineering, HR, etc. to include data entry, reconciliation, scanning, filing, etc.
- Performs receptionist duties to include answering incoming calls, greeting visitors, and corresponding in a positive manner with all internal and external customer groups.
- Requisitions, orders, stocks, and distributes office and break room supplies. Proactively anticipates usage and related requirements to ensure inventory is available to meet office needs.
- Responsible for ensuring the operation of office equipment (printers, scanners, fax machines) via monitoring operation, trouble-shooting failures, and calling for service or repairs as needed.
- Coordinates office events and activities.
- Reconciliation of company issued credit cards
- Review and authorize expense reports. Secure correct accounting information is applied.
- Review all journal entries on a monthly basis
- Update and reconcile invoice tracking list for audit purposes.
- Scan and attach vouchers to entries in IFS.
- All other responsibilities as assigned.

Qualifications:

Minimum Education and Experience:

- High School diploma or GED plus a minimum of 2 years relevant experience from an accounting department or CPA's office.

Required Skills and Experience:

- Highly Proficient with Microsoft Office Suite (Word, Office, Outlook, Excel)
- Strong professionalism. Excellent verbal, written and interpersonal communication skills
- Strong reconciliation skills
- Must be detail oriented and results focused.
- Ability to work in a multi-disciplinary team environment

Preferred Skills and Experience:

- Experience working in the US Aerospace, Government Contracting or Defense industry



To Apply: Send resume to Terma North America, Inc. – employment@termana.com

Terma North America, Inc. is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of applicants or employees.