

AdduXi USA | 2791 Research Dr, Rochester Hills, MI 48306

www.adduxi.com

OFFICE ADMINISTRATOR

The ADDUXI group is an automotive supplier, composed of more than 300 people spread over 3 continents. We are a family business established in 1996 and we specialize in the transformation of plastics. It is positioned on the development and manufacturing of high precision injection molding parts, for various markets, with a predominance in the automotive sector. We are a dynamic and growing company, located in Rochester Hills, MI.

Your missions:

- Welcomes visitors and coordinates lunches when needed.
- Supports with the planning of company events.
- Manage travel arrangements for employees and visitors.
- Keep stock of office supplies.
- Support budgeting and bookkeeping procedures.
- Oversee all electronic accounting transactions (AR and AP).
- Provides management with timely reports and/or presentations for decision making.
- Monitors business performance metrics.
- Reconcile company's bank statements.
- Handle montly, quarterly, and annual closings.
- Manages customer invoicing.

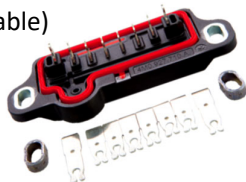
Your profile:

- Minimum of 3 years of experience in a similar role.
- Familiarity with basic accounting procedures.
- Proficient with MS Office
- Excellent written and verbal communication skills
- Attention to detail
- Manufacturing experience (preferred)

Type of contract: Salary, full-time

Salary: \$42,500 - \$48,000/year (negotiable)

Location: Rochester Hills (on-site)



Are you interested?

Let's get to know each other! Send a resume to our HR department:

hrteam@adduxi.com