

Rite Track is a unique company serving the high tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for a few outstanding people to help facilitate our growth and better position us for success.

ADMINISTRATIVE ASSISTANT

Rite Track is looking for a full-time Administrative Assistant based in our West Chester, Ohio facility. This person will primarily provide support to our worldwide Sales and Marketing team, including locations throughout Europe and Asia.

RESPONSIBILITIES

- Become an expert on SuiteCRM, our internal customer database utilized by sales and marketing worldwide, and assume administrative responsibility for the database maintenance.
- Monitor and manage account assignments worldwide for regular contact..
- Manage worldwide rep agreements for accuracy, compliance, consistency.
- Manage incentive compensation program, calculations for timeliness, consistency, accuracy.
- Develop, post, manage key performance measurements weekly/monthly/quarterly both regionally and worldwide.
- Assist with marketing initiatives and promotions.
- Assist with annual strategy meeting planning and management.
- Manage forecasting process.
- Facilitate trade show involvement working with both vendors and partners.
- Provide backup/support for Customer Service to facilitate growth of parts and repairs.
- Assist with expense report management and approval.
- Perform other duties as assigned.

REQUIREMENTS

- Very good Microsoft office skills with an emphasis on Excel.
- Good office administration skills in general.
- High level of attention to detail.
- Ability to communicate effectively with all employees and to work cooperatively in a team atmosphere.
- Strong organization and time management skills.
- Strong customer relations skills as ambassador for the company with many of our partners and representatives.
- Ability to work with a sense of urgency.
- E-commerce experience a plus but not essential.

EDUCATION

- Associate or Bachelor Degree or equivalent experience

Please send cover letter, salary requirements and resume to: apply@ritetrack.com

1/2018