

## **ADMINISTRATIVE SPECIALIST**

### **METRA'S CORPORATE MISSION**

To enthusiastically and aggressively approach any opportunity to utilize our brain trusts, facilities, strategies, alliances and capital for the advancement of our employees and stakeholders. There will be no limitations as we strive to create, innovate, manufacture and deliver high quality, good value products to not only satisfy but also astonish our customers. By following our vision and attaining high levels of honesty and integrity, we will experience the joy of competition and winning.

Our foundation was built on the design and manufacturing of ABS dash kits for aftermarket radios. Over the years we have expanded into many other industries, like electronic interfaces, home theater, vehicle lighting and safety. We have been providing installation products to installers and distributors for over 75 years with 6 other distribution centers nationally.

Metra Electronics, a privately held manufacturing company headquartered in sunny Central Florida is searching for results orientated people to join our growing team. Metra is the premier manufacturer of after-market car stereo installation kits, the installers' choice as well as Home Theater Products. We have been the leader in the aftermarket industry since 1946.

As we continue to flourish, we are seeking to add an administrative person to our growing EHS team! You will be responsible for accurate data entry, create excel spread sheets, e-file management, file maintenance, calendar upkeep and record keeping.

#### **Responsibilities:**

- Create Excel spread sheets. ***Must be at least an intermediate level in Excel.***
- Communicate thru Outlook email as well as phone communication
- Enter variety of data using current technology. ***Must be at an intermediate level in Microsoft office***
- Prepare and sort documents and data
- Create and maintain logs for tracking purposes
- Review and enter data updates in proper program
- Review, revise, and compare data and fix any discrepancies
- Advise supervisor of issues related to data

#### **Qualifications:**

- Previous administrative experience or other related fields
- Excellent typing skills
- Strong organizational skills
- Deadline and detail-oriented
- Must have Intermediate level with Microsoft office suite
- maintains and secures records
- Keys large volume of highly complex statistical data into the computer with speed and accuracy
- Maintains a comprehensive library of reference and historical data
- Maintains attention to detail, completing multiple or repetitive tasks. Demonstrates a serious commitment to accuracy and quality while meeting goals or deadlines
- Communicates well with superiors, and peers based on their information needs.

We offer very competitive wages, paid vacations and holidays, medical, dental, vision & 401K with a company match.

If Interested please submit resume with pertinent information illustrating salary history, your qualifications, and position applying for to: **Email: resumes@METRA-AUTOSOUND.COM OR abea@metra-autosound.com**

**CALL 386-254-3030 FOR MORE INFORMATION. Leave a message and someone will get back to you.**