



Job Description

Administrative Assistant

We are seeking a highly organized, detail-oriented, and proactive Administrative Assistant to support our Accounting and Supply Chain departments. This position is responsible for assisting with accounts payable and receivable, invoice processing, and purchase order updates, while also providing general administrative support across various departments.

Position Responsibilities:

- Assist with accounts payable and receivable data entry and verification
- Enter data into spreadsheets or databases with a high level of accuracy
- Generate, send, and follow up on customer invoices
- Maintain and update purchase orders and related records
- Support routine reporting and reconciliation activities
- Draft letters, memos, and reports
- Organize and maintain both paper and digital filing systems
- Collaborate with internal departments to ensure accurate and timely processing
- Manage miscellaneous office responsibilities and cross-departmental support as needed

Required Skills/Experience:

- Enjoy working in a fast-paced environment
- Excellent organizational and multitasking skills
- Strong written and verbal communication skills
- High level of accuracy and attention to detail
- Proficiency with Microsoft Office (Excel, Outlook, Word)
- Familiarity with basic accounting functions
- Discretion with confidential information
- Comfort working in an ERP system
- High School Diploma or GED
- 2-Year associate's degree or equivalent experience with accounts payable, invoicing, or office coordination

We value our employees and trust they hold these key characteristics:

- **Initiative...** we see it, we do it
- **Ownership...** I've got it, you don't need to think about it
- **Integrity...** decisions are based on looking at the whole picture
- **Attitude...** anything can be done
- **Virtue...** honesty, good deeds, kindness, and appreciation
- **Teamwork...** we before I

What we do...

HindlePower has been designing and manufacturing industrial (non-commercial) battery chargers and dc power systems for the utility industry for over 35 years. Our staff and products serve the power generation and distribution market, switchgear OEMs, power substations, the oil & gas industry, and various transportation maintenance facilities.

We are the leaders in our industry and have customers in all 50 states plus additional countries worldwide.

A few things about us...

Our commitment to quality is evident in our highly skilled colleagues and our exceptional approach to customer service that sets us apart. We believe in rewarding hard work and offering competitive compensation, comprehensive health, vision, and dental benefits, along with a 401k plan that includes employer matching and a gain-sharing program.

At our core, we are driven by integrity and quality, constantly seeking innovative solutions and improvements. Our unique culture thrives on accountability and self-initiative, empowering every employee to make impactful contributions. In our organizational structure, your voice is heard, and your efforts are recognized. We celebrate our achievements together, whether it's over a complimentary lunch in our cafeteria or through our various team-building activities. We are a four-time Top Workplace in the Lehigh Valley and were named one of IndustryWeek's 'Best

To apply - Please send your resume to employment@hindlepowerinc.com

HindlePower is an Equal Opportunity Employer (U.S.) All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, citizenship, gender, marital status, pregnancy, sexual orientation, gender identity and expression, disability, or veteran status.