



**POSTING DOCUMENT**

Job Title: Administrative Assistant  
Department / Division: Fremont Operations  
Location: Fremont, CA.

Position Summary:

Under the direct supervision of the VP of Finance & Corp. Admin. this position provides administrative support for the executive staff. In addition to typing, filing and scheduling, performs duties such as financial record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

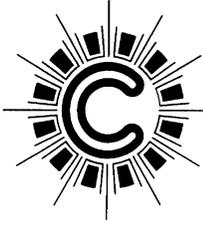
Essential Duties and Responsibilities:

- Schedules and organizes complex activities such as meetings, travel, and conferences for all members of the executive team.
- Creates and develops visual presentations for the executive staff.
- Drafts written responses or replies by phone or e-mail when necessary.
- Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with other system development assistants to cover phones.
- Acts as a liaison with other departments and outside agencies.
- Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special projects
- Upon request, responsible for generating meeting minutes during board meetings.

Knowledge, Skills, Certifications and Abilities:

- Working knowledge of Power Point, Excel, and Word system.
- Proven ability to make sound decisions while ensuring customer satisfaction.
- Able to communicate effectively with executive staff in various departments and levels.
- Interact positively with others.

Minimum Qualifications:



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- High school diploma.
- Five years of administrative experience.

**Physical Demands:**

- Typically, work will be performed in a climate controlled manufacturing environment with occasional travel to customer facilities to conduct field service work as required.
- Close proximity with co-workers and contact with internal customers and vendors that will require frequent face to face, telephone and electronic interaction.
- Intermittent exposure to distracting noises from tooling and equipment.

**To apply for this position please e-mail your resume to [HR@ccicms.com](mailto:HR@ccicms.com).**

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