



**TRIANGLE FASTENER CORPORATION**

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*"Fastening Systems and Solutions for Commercial Construction"*

## **JOB POSTING**

**Position:** Administrative Assistant

**Reports To:** Branch Manager

**Location:** Indianapolis, IN

**Wage:** Negotiable

When you join the Triangle Fastener Corporation team, you become a part of one of the most respected fastener companies in the USA. We seeking to hire an Administrative Assistant for our Indianapolis branch. We are looking for someone with a positive attitude who is dependable and able to work as a team. Our team members are energetic, customer-focused professionals who are committed to providing the best service available.

### **Job Details:**

- Monitor all incoming calls and messages.
- Assist customers with all inquiries and ensure appropriate resolution.
- Develop and maintain professional relationships with clients and assist in increasing sales.
- Communicate with corporate office on Customers' accounts.
- Monitor everyday activities of warehouse and ship all orders in system.
- Review reports daily to check for discrepancies, correct as needed.
- Create sales orders, warehouse transfers, returns and corrections.
- Process payments for customers paying open invoices.
- Approve payables and scan to corporate for processing.
- Maintain inventory of office supplies and place orders as required.
- Manage all office work such as data entry and copying.
- Prepare file records appropriately

### **Minimum Requirements:**

- High School diploma or equivalent and 1-2 years relevant work experience
- Excellent oral and written communication skills along with a working knowledge of various software programs
- Data Entry experience
- Ability to work independently with strong attention to detail
- Team player with willingness to take on more tasks as assigned

### **Details:**

This is a full-time position. We offer 401k, major medical, and competitive wages based on experience. If you meet the qualifications of this position, please submit your resume to [jobs9@trianglefastener.com](mailto:jobs9@trianglefastener.com).