



TRADITION MEETS INNOVATION

Erne Fittings puts their passion and perfectionism into manufacturing pipe fittings for permanent welds – and that for more than 100 years.



OFFICE MANAGER USA

PLACE OF EMPLOYMENT: HOUSTON

YOUR ROLE

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Manage relationships with vendors, service providers and landlord
- Manage contract and price negotiations with office vendors, service providers and office lease
- Work with the Sales Team to support customer needs and requests
- Work with HR and Senior Management to maintain office policies as necessary
- Organize and schedule meetings and appointments, office operations and procedures
- Process orders, prepare correspondence, manage office services, prepare operational reports and schedules
- Participate actively in the planning and execution of company events
- Ensure filling systems are maintained and up-to-date

YOUR PROFILE

- High School diploma, GED or equivalent and two to three years' experience in office setting
- Experience in office management responsibilities, systems and procedures
- Strong organizational skills and the ability to multi-task and used to work in a fast-paced environment
- Excellent time management and communication skills
- Knowledge of clerical practices and procedures as well as HR management practices and procedures
- Knowledge of MS Office, and comfortable learning new software (operating in an ERP system is a plus)

YOUR BENEFITS

- Attractive pay and incentive based performance
- Social activities, events and friendly environment
- Training opportunities and exchange programs with Headquarter in Austria, Europe

**READY FOR
ACHANGE?**

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