

Administrative Assistant

AWL Automation is a leader in advanced automated machinery, delivering innovative solutions to customers across a wide range of industries. Our team thrives on precision, craftsmanship, and a commitment to continuous improvement. As we grow, we are seeking a highly professional, proactive, and customer-focused Administrative Assistant to take ownership of office operations, company events, and high-level administrative support for our Management Team.

What Will Be Your Role?

As the Administrative Assistant, you will be the central point of coordination for the office and a key representative of AWL's professionalism. You will ensure seamless daily operations, uphold a welcoming and efficient workplace environment, and support the Management Team through sophisticated administrative, scheduling, and communication duties.

You will also take lead responsibility for company events, customer visits, and office management—ensuring that AWL's commitment to service excellence is reflected in every detail.

This role requires exceptional judgment, strong customer service orientation, and the ability to anticipate needs and solve problems proactively.

What Do We Expect From You?

Core Responsibilities

- Serve as a polished, professional support representative of the Management Team; manage incoming communications with a friendly, customer-focused demeanor.
- Oversee and maintain all office operations, including workspace organization, supply management, vendor coordination, cleaning services, and facility support.
- Take ownership of planning, scheduling, and executing internal meetings—including materials preparation, logistics, refreshments, and detailed meeting minutes.
- Lead the coordination of customer and vendor visits, ensuring exceptional hospitality, smooth logistics, and an experience that reflects AWL's high standards.
- Organize and manage domestic and international travel arrangements, including fully detailed itineraries and proactive issue resolution.
- Provide comprehensive administrative support across departments, ensuring accuracy, professionalism, and timely follow-through.
- Serve as a key contributor on the Employee Event Committee and take ownership of planning and executing company events and engagement activities.
- Maintain strict confidentiality of sensitive information and uphold the company's standards for professionalism and data security.
- Enter and validate weekly employee hours in timesheet/Navision with a high degree of accuracy.
- Support special initiatives, process improvements, and additional assignments from the Management Team.

Knowledge & Skills

Administrative & Organizational

- Strong understanding of workflows, approval processes, and business communication protocols
- Expertise in document preparation, formatting, and archiving
- Effective planning and execution of meetings, events, and office initiatives

Technical

- Proficiency with Microsoft Office: Word, Excel, PowerPoint
- Exceptional written and verbal communication skills
- Strong aptitude for email and digital file management

Operational

- Skilled in travel planning and logistics coordination
- Strong follow-up skills and ability to keep action items and timelines on track
- General understanding of business process flow and operations

Core Competencies

- *Customer Service Orientation*: Demonstrates a consistently professional, friendly, and solutions-oriented approach when interacting with employees, leadership, and external partners; committed to delivering an exceptional service experience.
- *Proactive Problem-Solving*: Anticipates needs, identifies issues early, develops solutions, and executes them independently with sound judgment.

Manual & Workplace Skills

- High accuracy in typing, document preparation, and correspondence
- Strong organizational skills with the ability to manage multiple priorities
- Comfortable working both independently and collaboratively

Language Skills

- Proficiency in English required
- German and/or Spanish are a plus

What Can You Expect From Us?

At AWL Automation, you will be part of a team that values professionalism, initiative, and continuous improvement. We offer an environment where administrative expertise is recognized and where you can take pride in shaping the efficiency and culture of the office. You can expect:

- A professional environment where your organizational excellence and service mindset truly matter
- Opportunities for professional development and skill growth
- Supportive leadership and a collaborative, team-oriented culture
- Involvement in employee engagement, customer interactions, and workplace enhancement initiatives
- Competitive compensation and benefits

Apply Today!

If you are an organized, polished, and customer-focused professional who takes pride in creating a well-managed, efficient, and welcoming workplace, we would love to hear from you. Join AWL Automation and take ownership of a role that is central to our company's success.

Submit your application today and take the next step in your administrative career!