



**Title:** Administrative Assistant  
**Location:** East Lansing, MI

**Red Cedar Technology, A Siemens Business** is looking for full time Administrative Assistant that will undertake a variety of day-to-day administrative tasks to ensure that office has the adequate support to work efficiently. This role will report directly to **Red Cedar Technology's VP of Worldwide Business Development**.

The task of the office administrator will be diverse with the ideal candidate being highly competent in prioritizing work and able to work independently and interdependently. He/She needs to be self-motivated and trustworthy with a can-do attitude.

The goal is to ensure smooth running of the office and to coordinate office activities to secure efficiency and compliance to company policies.

#### **Position Description:**

- Present a professional, welcoming first contact to all clients, vendors, staff, media, etc. by phone, in person, and by email
- Receptionist duties, including but not limited to answering phones and greeting visitors
- Meeting and event planning and coordination
- Mail, shipping and tracking documents
- Travel reservations for incoming and outgoing associates, interview candidates and business guests
- Expense reporting and monthly corporate credit card reconciliation
- Resolve or escalate facilities issues with vendors and/or corporate facilities management
- Order, organize and maintain office and kitchen supply inventory
- Maintain communication with office vendors, building manager and cleaning staff
- Facilitate office activities
- Coordinating employee meeting catering events / support marketing and training events
- Purchase office supplies
- Assist with other office management or administration activities as required
- Assist Human Resources with the onboarding of new hires
- Provide administrative support to management and other staff within the Red Cedar Technology office
- Responsible for organizational functions and general meeting support: including maintaining office space schedules, securing food and supplies for meetings, luncheons, training and company activities
- Provide support for the Accounting Department in the Corporate Office as needed by depositing checks and forwarding any invoices that come through mail

#### **Requirements:**

- Minimum of 5 years of experience as an administrative assistant in a challenging and fast paced environment.
- Ability to work both independently and collaboratively in a technology environment
- Strong verbal and written communication skills
- Highly detail oriented, self-disciplined, and ability to work independently with limited direction to resolve issues
- Ability to juggle competing priorities and diverse work load
- Diplomacy and tact to deal with varied personalities
- Proven experience and capability with Microsoft office suite and Google applications
- License generation experience a plus but not required



**Red Cedar Technology, A Siemens Business** offers a stimulating working environment, competitive benefits and job growth opportunities. All qualified applicants are encouraged to submit a resume and cover letter outlining your unique qualifications for this position to [hr-us@cd-adapco.com](mailto:hr-us@cd-adapco.com). Please reference “**Administrative Assistant-FY16-061-RCT-AA**” in the subject line.

Red Cedar Technology, A Siemens Business is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, citizenship, marital status, gender, age, sexual orientation, gender identity, genetic information non-discrimination or protected veteran status and will not be discriminated against on the basis of disability. All employment is decided on the basis of qualifications, merit and business need.

If you are an individual with a disability and would like to contact us regarding the accessibility of our site, need assistance completing the application process or would like to request a reasonable accommodation, please contact the Human Resources Manager at [hr-us@cd-adapco.com](mailto:hr-us@cd-adapco.com)

EOE/AA - Females/Minorities/Protected Veterans/Individuals with Disabilities

#### **About Red Cedar Technology, A Siemens Business**

Red Cedar Technology improves design processes for companies facing complex engineering challenges. Our software and consulting services provide engineers with the expertise and technology to reduce product development time and achieve significant productivity gains during the design process.

Our work environment is informal and dynamic, and our people are self-motivated and driven to succeed. We take pride in a culture based on our core values — unbridled innovation, uncompromising integrity, and quality in everything we do.