



Administrative Assistant

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Universal Services Associates seeks an Assistant to provide administrative support to the office and fabrication shop at its facility near the Philadelphia Airport.

Universal Services Associates, Inc. specializes in the design, engineering, prototyping and creation of state-of-the-art exhibits and models for museums and corporations. Our custom fabrication work can be seen on tradeshow floors, corporate lobbies and science museums throughout the world.

Our ideal candidate will project a professional company image on the phone and in person, have a high school diploma or equivalent, and one to three years prior clerical experience. Knowledge of Masterbuilder or other accounting programs a plus.

Primary responsibilities will include:

- Walk-in desk and phone reception for clients and visitors
- Transfer calls to staff and voice mail
- Perform general clerical duties, including but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing
- Process incoming and outgoing shipments
- Research and purchase office supplies and production materials
- Support data input of general project information, purchasing and accounts receivable
- Provide office orientation for new employees
- Provide hospitality for meetings and company visitors
- Maintain kitchen supplies

Our compensation package includes base salary and benefits, including medical, dental, paid time-off and a 401(k) program.

Please send your resume and salary requirements to usajobs@usainc.com or mail us at 500 Ellis Ave., Colwyn, PA 19023.

For more information about **Universal Services Associates, Inc.**, please visit us at www.usainc.com EOE