



25 May 2012

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Campbell Scientific, Inc., has an Employment Opening

JOB DESCRIPTION

POSITION TITLE: Travel and Administrative Assistant and Backup Receptionist
DEPARTMENT: Marketing/Administration
SECTION: Event, Travel, Operator, and Administrative Support
REPORTS TO: Front Office Manager
WORK HOURS: Full time

GENERAL FUNCTION: Work with supervisor to coordinate local conferences, such as annual group company conference, international representative conference, and OEM/VAR conference. Arrange travel and accommodations for exhibitions, conferences, sales trips, supplier visits, and other corporate travel needs. Provide general secretarial support and assistance to the company president and the vice president of marketing and sales with administrative items on an as-needed basis. Fulfill backup receptionist functions, which include typical routing of inbound phone calls as well as directing inbound support calls to the appropriate market and sales groups, as well as welcoming and assisting the general public, customers, vendors, and visitors to the front office.

KNOWLEDGE: The successful candidate should have strong organizational skills with an attention to detail. They should be familiar with up-to-date travel booking procedures as well as international and domestic travel requirements. Prior experience with exhibit scheduling is a plus. Excellent telephone etiquette and reception skills required. Must be congenial, a team player, upbeat in communication skills, take initiative, know how to sort and prioritize day's events such as emails and phone calls, and ability to perform well under pressure to meet deadlines. They must have strong computer skills (Windows, Excel, Word, Outlook, computer-based switchboard technology, with the ability to learn new programs). They must be able to organize several concurrent events. Must be dependable, punctual, conscientious, able to keep sensitive information confidential, and possess the ability to work with and adapt to many personality types. This position requires some additional education beyond high school, or job-related equivalents.

DUTIES AND RESPONSIBILITIES: Coordinate travel, events, and exhibits as assigned by supervisor. This position is first backup to the phones and reception area and is responsible for administrative assistant duties such as mail/fax and email filtering, taking minutes, scheduling, and other tasks as assigned.

This is a full-time, hourly position with full employee benefits, including paid medical and dental insurance and retirement. Only qualified applicants will be considered. If you are interested and meet the above qualifications, forward a current resume AND a completed Campbell Scientific *application for employment* (available at www.campbellsci.com) to Campbell Scientific, Inc., 815 West 1800 North, Logan UT 84321-1784. Campbell Scientific, Inc., is an EEO/AA company.