



1185 N Birch Lake Blvd, White Bear Lake, MN 55110

hr@TruNorth-Automation.com

651-352-2868

Position Title: Administrative Assistant

Reports to: Office Manager

Position Description

TruNorth Automation is seeking a detail-oriented Administrative Assistant to support office staff and administrative operations. This role plays an important part in keeping daily office functions organized and running smoothly. Responsibilities include assisting with purchasing activities, organizing and maintaining paperwork, and supporting the administrative team with a wide range of tasks as needed. The Administrative Assistant will regularly interact with internal teams and assist with logistics related to office operations, events, and supplies.

Primary Responsibilities:

- Assist with purchasing activities and related documentation
- Organize, file, and maintain office paperwork and records
- Complete MRB tags and support basic quality documentation needs
- Handle mailings and general office correspondence
- Purchase office supplies, breakroom and restroom supplies, and other essentials
- Coordinate customer and in-house lunches
- Assist with company events and internal functions
- Provide general administrative support to the Admin team as needed

Qualifications:

- Good verbal and written communication skills
- Strong attention to detail and organizational ability
- Ability to multitask and manage time effectively
- Willingness to learn additional responsibilities over time
- Proficiency with Microsoft Office (Word, Excel, Outlook) is a plus
- Prior administrative or office experience is helpful but not required

Position Details:

- Full-time position (40 hours/week)
- Temporary role for 12–18 weeks with potential to convert to a permanent position
- Compensation range: \$18–\$22 per hour, depending on experience and qualifications