



ISP Optics Corporation, 50 South Buckhout Street, Suite 106, Irvington, NY 10533
Tel 914-591-3070 | Fax 914-591-3715 | www.isptics.com

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Administrative Assistant

ISP Optics Corporation is looking for an enthusiastic team player for a position as Administrative Assistant. In this position you will perform many tasks that include general office responsibilities, and some HR tasks. ISP Optics is known in the industry as THE Infrared Company, with all necessary manufacturing capabilities performed in-house. We have been in business for over 25 years, and we have room for you to develop your career. It is the perfect opportunity to join a company in a consistently growing industry. We are located on the Metro North Line (a 5 minute walk from the Irvington Station). Salary ranges from \$15 to \$17 per hour.

Job Functions/Requirements:

- Answering and directing phone calls
- Organizing and scheduling meetings, appointments, and book travel arrangements
- Completing general Human Resources related duties including placing employment advertisements, coordinating candidates, and maintaining personnel files
- Creating or updating and distributing correspondence memos, letters, faxes, forms, spreadsheets, and presentations
- Greeting and directing visitors
- Filing
- Maintaining office supplies and arranging for office equipment maintenance
- Maintaining kitchen and breakroom supplies
- Other duties assigned as required

Knowledge, Abilities, & Skills Required:

- Extensive software skills and internet research abilities
- Excellent written and verbal communication skills
- Knowledge of office management systems and procedures
- Excellent time management skills including the ability to multi-task and prioritize work
- Attention to detail
- Ability to problem solve
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office applications
- Regularly required to sit; walk; stand; talk and hear
- Regular lifting and /or moving up to 10 pounds



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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Able to work with a moderate level of noise
- Must be able to read, write, and speak fluently in English
- High school diploma or GED
- Minimum of two years of office or administrative assistant experience

Knowledge, Abilities, & Skills Preferred:

- Experience in a small business manufacturing environment

What We Offer:

- Medical insurance including an employer provided gap policy in the event of for inpatient hospitalization; Dental insurance; Vision insurance
- Flexible Spending Account
- 401K
- Confidential Employee Assistance Program
- Employer Stock Purchase Program
- Employer Paid Life insurance
- Opportunity to enroll in optional supplemental insurance policies such as term life, critical illness, accident, death, and dismemberment, short term disability
- Paid vacation with opportunity to rollover vacation hours and sell vacation back to company for payout at full rate
- Paid sick time with opportunity to roll over sick hours
- 10 paid company holidays
- Discounts on a variety of products and services offered through our co-employer ADP