



**Administrative Assistant
Maywood, IL**

Aetna is one of the largest wholesale distributors of wood, wood-related, laminate, solid surface, and other industrial products in the country. We are a premier Midwest distributor with over 85+ years in the industry. We are seeking an administrative assistant for a full-time position in our Maywood, IL, location.

We are seeking an Administrative Assistant to join our team! You will perform clerical and administrative functions to drive company success.

This role provides administrative support in various functions to an individual, team, department, or other groups in an organization. Collects, enter, review, analyze data, and prepare reports, including Excel reports and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. This role has operations, will-call, and front office duties highlighted below:

Front Office – Administrative

- Answer direct calls to the appropriate person or department, answer the front door and greet visitors, maintain conference room and conference line schedules, and sort distribute mail
- Compile data from monthly activity reports in CRM and enter into a spreadsheet for all Inside and Outside Sales Reps and route and monitor new account applications.

Operations Duties

- Assist in weekly cycle counts by entering count sheets, printing comparison reports, run all final reports, and summarizing count results in Excel
- Review department credits for correct reason codes, update locations if needed and complete credits, and enter Supplier returns.

Will Call Duties

- Service the Maywood customers that come to the will call;
- Work with inside sales for change to a previously entered customer will call order
- Run & review daily profitability report & account for all daily will call transactions

Qualifications

High school diploma or GED certificate, 3 years of general office experience, 1+ years of experience as an administrative assistant, a plus. Proficient with Microsoft Suite and standard office equipment, intermediate Excel skills a plus. ERP experience is a plus. Excellent customer service and communication skills, and a self-starter who works well independently, have a strong ability to multi-task and possess a professional demeanor.

Aetna Plywood offers a comprehensive benefits package that includes Major Medical, Dental, Vision, Life Insurance 401(k) and Profit Sharing.

Send Resume to jobs@aetnaplywood.com

Maywood, IL
1401 St. Charles Rd.
Maywood, IL 60153
P 708.343.1515
F 708.343.1616

Rockford, IL
1931 Eleventh St.
Rockford, IL 61104
P 815.968.0921
F 815.968.4720

Indianapolis, IN
6350 Brookville Rd.
Indianapolis, IN 46219
P 317.353.6281
F 317.356.3503

White Bear Lake, MN
4250 Otter Lake Rd.
White Bear Lake, MN 55110
P 651.407.2800
F 651.407.2801

Horn Lumber
4700 West 19th St.
Cicero, IL 60804
P 773.847.7397
F 773.847.7798