



## **Production Office Assistant**

### ***Tecstone Granite- Columbus, OH***

#### ***Who we Are:***

Tecstone Granite – based in Columbus OH – is one of the largest Granite Monument wholesalers in the USA. Established in 1987, it has an exciting and strong family culture and sense of passion towards excelling in everything it does.

The Production Department at Tecstone Granite is responsible for Granite Repairs and Engraving (Sandblasting and Laser Etching) on monuments.

The Production Office Assistant will oversee the day-to-day operations of the production office. They make sure that the office runs efficiently and that employees have what they need to be successful (e.g., supplies, a safe, clean work environment)

The office will be kept clean, tidy and organized. All completed projects will be scanned for electronic filing. Beyond the day-to-day running of the office, the Production Office Assistant coordinates with the Art Department and takes responsibility for printing the stencil for each sandblasting job.

#### **The Role: Production Office Assistant**

- Provides clerical support when needed to assist staff with assigned administrative duties such as answering phones, responding to emails, sort and distribute mail, and preparing documents.
- Maintain the office area and lunchroom to ensure that all areas are kept tidy, clean and organized at all times
- Review production orders upon completion, process transaction in ERP to close order, advancing to warehouse (compare complete date to planned complete date)
- Track all labor hours of Production Employees and jobs
- Enter daily KPI's
- File all paperwork and create electronic files
- Assist in scheduling
- Track stocks of office and production supplies, and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned

Assist colleagues whenever necessary

#### **Required Skills/Qualifications**

- Office Administration experience 2 + years required
- Degree in Administration or related field preferred
- Filing/paperwork management
- Computer and technology savvy
- Efficient in Microsoft Suite

#### **Tecstone Granite USA Employee Values**

- We are punctual,
- We are reliable [we're on time for meetings, etc.]
- We are extremely organized! We know that organization and prioritization of our work is key to being Highly Effective!
- We are Smart, Hungry to learn and Humble

THE GOLD STANDARD OF GRANITE MONUMENTS

#### **Tecstone Granite USA, Ltd.**

2400 Landmark Way  
Columbus, OH 43219-3658

**Tel** 614 471 0660  
**Fax** 614 473 9957

**Toll Free** 1 800 562 0777  
**Toll Free** 1 888 GRANIT**S**

mail@tecstonegranite.com  
www.tecstonegranite.com



- Driven and passionate
- We are highly motivated, enthusiastic and take the initiative
- We place honesty and integrity at the core of your beliefs
- We love to give 'fanatical' customer service.
- We have an aptitude for excellence!
- We're always looking for ways of doing things better. We operate in an environment of continuous improvement!
- We possess a Positive "Can Do" attitude, even when under pressure.
- Our work area is tidy and well organized at all times through the day.

### **Work Environment**

Shift – 9:00am-3:00pm (Monday-Friday)

Manufacturing Plant

If interested, please contact Emily Keifer, HR Coordinator, at [Emily.keifer@tecstone.com](mailto:Emily.keifer@tecstone.com) or 614-471-0660 EXT 1000.

The successful candidate must pass a pre-employment background check and drug screen.

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