



Job Posting Announcement

Effective Date: June 24, 2010

Job Title: Administrative Assistant

Company: [Solvay Advanced Polymers, LLC](#)

Location: Alpharetta, GA

Company Overview: The Solvay Group ranks among the world's largest chemical manufacturers. Throughout its more than 145 years of existence the Solvay Group has been recognized as a highly reliable, quality-minded company, loyal to its customers and a leader in Responsible Care. Headquartered in Brussels, Belgium, Solvay is a global company that employs more than 19,000 people in 50 countries.

Solvay Advanced Polymers, a member of the Solvay Group, produces more plastics with more performance than any other company in the world. With fourteen distinct families of high-performance and ultra-performance plastics, Solvay Advanced Polymers gives design engineers worldwide more ways to solve top design challenges in automotive, healthcare, electronics, aerospace, plumbing, water purification and other demanding industries. Headquartered in Alpharetta, Georgia, Solvay Advanced Polymers produces compounds at its plants in North America, Europe and India. The company's focus on application development and innovation allow it to tailor the properties of its products to meet the demanding needs of the markets it serves.

Position Overview: We currently have an opening for an **Administrative Assistant** at the Solvay Advanced Polymers headquarters in Alpharetta, GA.

This person will act as a member of an experienced and dedicated team of administrative professionals who are responsible for providing expert administrative services to the Solvay Advanced Polymers management and employees. Must exhibit proficient understanding of Solvay AP business, structure and function of various departments and demonstrate an intuitive understanding of the needs of the organization.

Responsibilities:

- Performs duties as assigned by the Mgr of Administrative Svcs and other members of Mgmt.
- Provides the primary administrative support for the Finance Group
- Product costing tasks in Mansys and SAP
- Manages SAP workflow for expense reports, paykeys and cost center authorizations
- Organizes and manages the Pro card and AMEX administration for all US SAPL employees
- Provides meeting and event planning support for Manager of Administrative Services
- Supports Health, Safety & Environmental Department in Alpharetta
- Assists with time management activities incl. maintaining calendars and scheduling appointments.

- Arranges complex, detailed travel plans/itineraries; compiles travel-related documents for meetings.
- Organizes programs, events, meetings and conferences by arranging facilities and catering, preparing agendas, issuing information or invitations, coordinating speakers, and controlling budget.
- Coordinates incoming calls, correspondence, and visits while demonstrating the ability to correctly prioritize when events need to be escalated and when they should be organized and scheduled into future dates.
- Acts as department liaison and effectively communicates with individuals at all levels of the organization as well as external customers, utilizing interpersonal skills, general knowledge of departmental activities, and sensitivity to confidential information.
- Proactively manages steady correspondence by phone and e-mail, and responds to requirements and requests in an efficient and expedient manner.
- Works independently and within the Administrative Resource Team to manage special requests and ongoing projects.
- Gathers and analyzes information skillfully in order to design, edit, and maintain general and complex correspondences, presentations, spreadsheets, memos, charts, and other reports.
- Proofreads documents for spelling, grammar, and layout, making appropriate changes with continual attention to detail.
- Prepares expense reports and manages invoices.
- Makes copies, sends faxes, mails letters and packages, maintains filing system and orders supplies.
- Observes safety and security procedures and uses equipment and materials properly.
- Performs other duties as assigned.

Requirements:

- High school diploma or equivalent
- 7+ years in an administrative role supporting multiple teams; finance experience preferred
- Demonstrated ability to function with minimal supervision in handling multiple priority assignments and ability to successfully follow through on specified deadlines in a fast-paced environment
- High degree of demonstrated competence in using advanced computer software applications, specifically the Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint); Experience with SAP and database management software preferred
- Strong oral/written professional communications skills and sophisticated interpersonal skills when supporting multiple teams
- Ability to facilitate teamwork throughout the organization to accomplish tasks
- Must be a self-starter, team player and exercise sound judgment in handling various assignments
- High attention to detail, excellent quantitative ability and strong organizational skills

To Apply: Email your resume to careers@solvay.com with subject line “Administrative Assistant”