

Job Description

Job Title: Administrative Assistant

Reports To: CEO

FLSA Status: Non-Exempt (initially 10 hours/week)

Department: Admin

About Linx Technologies: Linx Technologies is a profitable fast growing wireless technology company that develops and manufactures modules and accessories to allow design engineers to easily implement wireless functionality into their product. We are a relatively small (but growing) team, so there is plenty of opportunity to showcase your expertise and expand your knowledge in this highly visible position. While the work environment is fast-paced and demanding, we focus on keeping our environment non- bureaucratic. We believe that hiring managers often incorrectly overvalue experience relative to talent. We value passion, work ethic and intellect foremost and see experience as helpful to the success but can be gained by doing the job and with our support and the right educational foundation.

This position will be based at Linx's development center and office in Wayne, PA. Located in the heart of the Main Line, our office is close to many restaurants, has ample parking, and is within easy walking distance to the Paoli/Thorndale SEPTA line (connecting Wayne to center city Philadelphia). Linx's corporate headquarters are located in a beautiful custom-built facility in Merlin, Oregon, which is in the Rogue Valley near Grants Pass and the Rogue River. The area is a popular destination for hiking, mountain biking, rafting, hunting and fishing. Ashland, home of the Oregon Shakespeare Festival and Southern Oregon University, is less than an hour away.

Core Values:

- Highest integrity with everyone: Integrity is never compromised in our daily work. We pride ourselves on doing the right thing. We ensure that our work benefits the communities where we operate.
- Profit is not the goal, it is the byproduct: Linx focuses first on providing the best quality products and service for the customer. In order, we focus on safety, quality, delivery and cost. We focus on delivering long-term benefits to customers and sustaining loyal, productive customer relationships.
- Empower every engineer to become a hero: Linx helps to make the customer's experience of implementing technology as simple as possible from the design of the product, to documentation, to support, to ensure the product is shipped timely without error. Every time we interact with a customer, their experience with us should be positive.
- Market leadership by thinking differently and innovatively: Linx focuses on delivering a better offer to customers by being exceptionally well in all aspects from engineering, to sales, to operations. By asking what our customers value, what can we do better and delivering on that improvement.
- We can do that! Linx has a bias for taking action by recognizing problems and opportunities. Employees suggest solutions and take initial steps while getting supervisor approval rather than present issues and then wait for direction. We encourage an entrepreneurial spirit and a can-do attitude, while maintaining focus on what is most important. Employees need to be able to prioritize and to act with a sense of urgency when needed.

Wireless made simple®

- **Humble team players:** No egos. Linx has a “we” instead of an “I” mentality. We work collaboratively with customers, suppliers and fellow associates at all levels toward mutual objectives. A blameless environment is maintained by focusing on issues rather than seeking to find who is at fault.
- **We learn by doing:** Employees take the initiative to grow professionally by acquiring new skills and abilities, embracing and executing strength assignments, and proactively seeking and working on gaps in knowledge or skill. We invest in the education and development of our team.

Job Description and Summary:

Provide overall administrative management of Linx’s development center and office in Wayne, PA. This position is initially 10 hours/week during standard business hours.

Duties and Responsibilities:

- Provides general administrative support, including answering calls, scheduling meetings, copying, placing orders, coordinating janitorial services, etc.
- Performs reception duties, including welcoming visitors, organizing and restocking of supply/kitchen areas, maintaining conference/reception areas, and sorting/distributing mail.
- Provides executive support, including booking international travel, preparing expense reports, coordinating logistics for off-site meetings, and creating and editing Microsoft Word files and PowerPoint presentations.
- Works to maintain positive image that office projects to customers and vendors. Work with contractors to coordinate facility improvements as required.
- Performs other duties as assigned.

Required Competencies: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability & Interpersonal Skills:

Strong written and verbal communication skills. Able to interact successfully with executives and engineers. Must be proactive, organized, congenial, possess high energy, and have the ability to multi-task.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; Microsoft Outlook, Microsoft PowerPoint, and Web Browsers (Internet Explorer, Firefox, Chrome).

Education and Experience: Bachelor’s degree highly desired, plus two years related experience and/or training; or equivalent combination of education and experience.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock; work with explosives and vibration.

The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk.

Completed By: _____ Date: _____

Reviewed By: _____ Date: _____

Approval: _____ Date: _____

Linx is an equal opportunity employer.