



**Job Title:** Administrative Assistant

**Location:** New Jersey/California

**Job Type:** Full Time

**Industry:** HVAC

**Closing Date/Time:** Continuous

**About us:**

BROAD U.S.A. is a privately held company headquarter in New Jersey, supporting the sales and service to our customers in North America. Relying on our innovative and environmental-friendly technology, BROAD U.S.A. commits itself to optimize energy efficiency for clients in Commercial, Civil and Industrial markets since 1988. Broad U.S.A. supplies non-electric central air conditioning powered by natural gas and waste heat with packaged water distribution system, 2 times more energy efficient than traditional central air conditioning.

**About the role:**

We are seeking an administrative assistant who will embrace our innovative spirit and will work with a dedicated team in our daily business. The administrative assistant will interface well with clients, partners and staff in the areas of administrative and clerical support. This position will be responsible for the overall success of the company.

**Job duties:**

- Ensures compliance with organization policies/procedures and regulatory agencies
- Effective utilization of personnel, materials, space and equipment
- Effective customer service.
- Interprets and applies company policies/procedures.
- Manages the budget to meet the fiscal goals for capital, payroll and non-payroll expenses
- Represents the organizational unit on administrative matters.
- Other responsibilities as assigned

**Qualifications needed:**

- Legal work status in the U.S.
- 2+ years' experience
- Outstanding communications skills both oral and written
- Advanced working knowledge of MS Office, Adobe, QuickBooks, time and billing software
- Demonstrated ability to handle multiple tasks simultaneously
- Exceptional organization and attention to detail
- Edits/produces any organizational unit communications, such as newsletters and directories
- Ability to exhibit a professional appearance, conduct and judgment while being committed
- Bilingual (English/Chinese) a plus

**Compensation:**

- Compensation package is a blend of salary and incentives and is determined by experience
- Medical benefits ·
- Paid annual leave 7 – 20 days
- Ability to start on the ground floor of a growing business
- Ability to work with a true entrepreneur and influence the success of the business