R. L. Deppmann Company

Job Title: Administration

Reports To: Credit Manager

Location: Novi, MI

Work Status: Full Time, 5 Days Onsite

About Deppmann:
Our company focuses on helping customers make better decisions. We are an employee-owned company that is responsive to our customers and understands how our products work and interact within hydronic systems. RL Deppmann is in the business of selling HVAC, plumbing & industrial equipment in Michigan and Ohio. Our company culture is shaped by our Core Values: Knowledge, Responsiveness & Empowerment. Join the Deppmann team that provides the best customer experience and empowers employees to make decisions.

Scope:
The Administration department directly supports our operations teams. This position interacts with management, operations and sales to provide internal assistance. The position will work closely with the credit manager and human resources manager to assist with the execution of the operations plan, assist with corporate events and provide ad hoc support to corporate teams when required.

Who We Are Looking For:
A successful candidate enjoys general administration and working with various departments within the Company. The primary job functions & duties will vary daily depending on the Administration department's primary focus to meet our operational needs. This position will assist in organizing branch events, take pride in helping others and the ability to bring a positive attitude will lead to your success in this position. This candidate will be the first point of contact for visitors in our Novi location.

Primary Responsibilities:

- General Administration:
  - Corporate Phone Operator: minimal call volume
  - Welcome visitors when arriving at the Novi location
  - Arrange lunch for corporate & customer meetings
  - Handling incoming and outgoing mail.
  - Order office supplies
  - Schedule meetings using Outlook
  - Assist with corporate events and seasonal celebrations

- Business Systems Databases
    - Scanning and linking documents into NetSuite
    - Assist with Customer Maintenance in NetSuite as needed
    - Assist Estimation Department by adding bidders to bid lists within NetSuite
    - Prepare and upload internal files to Company SharePoint sites
    - Update phone system dial by name feature and record holiday messages

- Assist Other Departments when asked and approved by your direct manager.
- Consistently review processes, procedures and suggest changes as needed
- Commitment to ongoing skill enhancement & professional development
- Any other duties as assigned

Requirements:
This candidate possesses strong computer skills: Microsoft Office: Outlook, Teams, Word, Excel, Adobe PDF at an Intermediate Level; Ability to multi-task and prioritize, Highly organized, Have a strong desire to learn and grow; Great people skills; Detail-oriented

If you have these skills and desire to join our successful team, please submit your resume to careers@deppmann.com.