



Job Title: Administrative Assistant

Department: Human Resources

Job Posted: October 13, 2021

About ESCO Technologies:

ESCO Technologies Inc. (NYSE: ESE) is a global provider of highly-engineered products and solutions delivering sustainable growth across diverse and expanding end-markets with a market capitalization of greater than \$2.5 billion. The Company consists of three technology-driven business segments – Aerospace and Defense, RF Shielding & Test, and Utility Solutions Group.

Employment Type: Full-time

Employment Location: ESCO Headquarters, Ladue, Missouri (not eligible for relocation assistance)

Job Functions: Human Resources and Administration

Job Description:

ESCO Technologies Inc. is seeking an experienced Administrative Assistant to provide administrative support to the Human Resources department. The successful candidate must be flexible, detail-oriented, a quick study and a self-starter with proficiency in time management and organization skills while adhering to high levels of professional conduct, personal integrity and confidentiality, especially when dealing with sensitive information and materials.

Major Responsibilities:

- Administrative support to the human resources department, to include general office management; answering and routing phone calls; maintaining files and databases; filing and retrieving documents, records and reports; maintaining contact lists and directories; setting priorities, meeting deadlines and communicating proactively
- Health, dental, vision, life, AD&D and LTD administrative support including carrier portal and billing administration
- Assist Director, Benefits and Manager, Benefits/Comp Administration with ad hoc projects as they arise
- COBRA administration
- System administrator for various benefit plans
- Administer and monitor company programs (e.g. financial planning, employee referral program, service awards, update headcount reporting and executive physical program)
- Organize and coordinate annual HR Conference logistics
- Special projects, as assigned

Minimum Requirements:

- Highly organized, self-motivated, able to perform efficiently with minimal supervision.
- Good team player with positive attitude. Self-motivated and resourceful with a professional demeanor.
- Flexible when faced with unexpected or challenging alterations, ability to work well under pressure and tight deadlines
- Ability to multitask while maintaining high attention to detail
- Experience required working with highly confidential and sensitive information
- Excellent written and verbal communication skills, interpersonal skills; strong listening skills.
 - 10+ years' experience working as an administrative assistant in a professional setting
 - High school diploma
 - Proficient in Microsoft Office Suite products (Microsoft Word, Excel, PowerPoint), basic computer and office equipment literacy
 - Proof of Covid-19 vaccination

Additional Preferred (not required) Competencies:

- Experience with Adobe Acrobat, Microsoft Teams, and Box a plus

The information listed above is a summary of the position and not a complete job description. Other competencies, skillsets, and experiences are required.

Response Instructions: Qualified candidates are asked to forward resume to escohremployment@escotechnologies.com.

Due to candidate volume, we ask, no phone calls please, however if you require accessibility assistance for applying for open positions in the U.S., please call 314.213.7200.

ESCO is an Equal Opportunity Employer and all qualified applications will receive consideration for employment without regard to the applicant's race, color, religion, sex, age, national origin, sexual orientation, gender identity, status as a protected veteran, disability, genetic information, or any other characteristic protected by applicable law.