



Electro-Optics Technology, Inc.

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## Administrative Assistant

Electro-Optics Technology, Inc. "EOT" is a dynamic privately held corporation dedicated to the development, manufacture and sale of enabling components and diagnostic equipment for laser systems. EOT sells worldwide to laser manufacturers who incorporate our products into their laser systems as well as to end users in research laboratories. Major markets include industrial, defense, medical and scientific sectors. EOT has an immediate opening for a **Administrative Assistant to handle HR/Benefits Administration and some Accounting tasks** at our **Traverse City, Michigan** headquarters.

### Qualifications

Experience or educational training in one or more of the following areas: Payroll, Benefits Administration or HR  
Good organizational skills  
Detail Oriented  
High level of integrity and honesty (background check will be conducted)  
Experience with typical Microsoft software (Word, Outlook, Excel)  
Experience with workers visas desirable  
Excellent communication skills

### Typical Responsibilities

1. Payroll.
2. Handle employee benefits questions and claims.
3. Handle employee HR questions and assure company policies are adhered to
4. Negotiate company insurance policies, including Medical, Workers Comp and Liability
5. Communicate employee concerns to management team
6. Accounts Receivable and Accounts Payable
7. This position will is a Part Time position that may evolve into a full-time position,

### Skill and Experiences

*Organizational and Details Skills:* This position involves exposure to a significant amount of information and requires extreme attention to details, excellent organizational skills and an ability to prioritize responsibilities.

*Integrity:* This position gives access to sensitive company and employee information. It is imperative that this individual be able to keep such information in the strictest confidence.

*Interpersonal Effectiveness:* This position does require enforcement of employee policies and administration of benefits and payroll. Individual must be able to effectively communicate company policies and benefits to employees

### Application Process

As a part of the EOT team, you'll benefit from an empowering corporate culture, growth opportunities, and a competitive compensation and benefits package. If you would like to be considered for this position, please forward a resume and cover letter to **Mike Torrance**, email: **mtorrance@eotech.com**

EOT is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, national origin, disability or veteran status. EOT also complies with all applicable national, state and local laws governing nondiscrimination in employment. Employment at EOT is "at will".

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Management retains the right to change the job specifications and provisions of this job as appropriate.  
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All applicants must possess or obtain authorization to work in the U.S. for EOT. EOT retains sole and exclusive discretion to pursue sponsorship for the acquisition or maintenance of nonimmigrant status and employment eligibility, considering factors such as availability of qualified U.S. workers. Individuals requiring sponsorship must disclose this fact.