

Ultra Electronics - USSI is a federal contractor/subcontractor, and an Equal Opportunity/Affirmative Action Employer. As such, we are requesting the priority referral of protected veteran candidates. . Ultra Electronics - USSI has one hiring location in Indiana. Morgan Booker, Human Resource Generalist, is responsible for hiring at this location and can be reached at [jobs@ultra-ussi.com](mailto:jobs@ultra-ussi.com) or 260-248-3559.

**INDIANA  
WORKFORCE  
DEVELOPMENT**



**JOB ORDER FAX SHEET**  
Please Fax To The Office Nearest You  
Fort Wayne: 260-745-7757

FEIN: 35-2062560  
FEDERAL EMPLOYER IDENTIFICATION NUMBER

Company Name: Ultra Electronics – USSI

Street Address: 4578 E. Park 30 Drive

City, State, Zip: Columbia City, IN 46725

Are you a Federal Contractor or Sub-Contractor? Yes

Is there Bus Service to the Job Location? No

Is a Driver's License Required? No

CDL Endorsements Required? No

List Any Required License, Certification, Journey Card, etc...

**MUST HAVE U.S. CITIZENSHIP**

List type of Experience Required and the Amount of Experience needed:

\* High School graduate \* Competent level with Microsoft Office Suite. \* Publisher and Excel experience \* Above average organizational skills due to frequency of interrupts \* Ability to reprioritize tasks on a daily basis \* High customer service focus and understanding \* Ability to go to and from the production floor on a regular basis supporting staff \* Willingness to go the extra mile to assist staff and co-workers

Job Description:

This **Administrative Assistant** will provide clerical support for the HR department and the Production Team Leaders. Tasks will vary in nature, but will include: \*Tracking and Maintaining Production Attendance and verifying Time Entry \*Preparing Excel, Word or Publisher documents \*Filing and making copies \*Supporting with guest lunches, visitor control and travel arrangements. This Administrative Assistant will maintain a focus on customer service and timely follow through.

Job Title: Administrative Assistant (E-350)

Number of Openings: 1

Duration of Job: Over 150 Days

Annual Salary Range: \$ 28,000 \$ 32,000

Number of Hours Per Week: 40

Day of Week (i.e. Mon – Fri): Mon-Fri

Education Requirements: See Below

Minimum Age Required: 18

How Should The Job Seeker Contact You:

**Submit resumes on-line: [www.ultra-electronics.com/careers.php](http://www.ultra-electronics.com/careers.php)**

Benefits: Health Insurance & Vacation

