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This document is used to provide a basic description of essential duties and other work elements.

JOB POSTING

Seasonal Part-Time Administrative Assistant

Job Type: Part-Time

Location: Franklin, IN

Hours: 10:00AM – 4:00PM (Monday – Friday) – not to exceed 29 hours / week

Project duration: Present – April 2018

Email resume to: employment@kyb.com

KYB Americas Corporation, a subsidiary of one of the world's largest manufacturers of shocks, struts and hydraulic components, and a global leader in ride control technology for both OEM and Auto Care (Aftermarket) industries, is seeking a seasonal Administrative Assistant to be responsible for a wide range of duties, providing the day-to-day support necessary to ensure the smooth operation of the Internal Audit Department during busy season (October – April).

Essential Duties/Responsibilities:

- Assists in preparing audit documents and assembling supporting documentation;
- Assists in the execution of specific audit procedures;
- Gathers and assembles factual information for use in audits and reviews;
- Examines data for completeness and to identify discrepancies;
- Responsible for identifying and analyzing data in an accounting or auditing capacity;
- Performs data entry assignments and various administrative tasks, including but not limited to, use of pivot tables and vlookups in Excel;
- Assigned tasks to be completed by deadline;
- Support the internal audit department with data entry and other administrative tasks as needed;
- Perform other duties and tasks of a similar nature or level as assigned on an as needed basis.

Job Requirements:

This project requires a high school diploma or GED from an accredited organization. This position requires proficient computer abilities including, but not limited to, Microsoft Office products. Attention to detail and accuracy required. General knowledge of accounting principles is preferred. Ability to manage time effectively and work under pressures. Ability to work under minimal supervision and maintain confidentiality at all times. Ability to maintain a high level of professionalism in a business environment. Dedicated to delivering quality work while providing excellent customer service.

ABOUT US:

KYB Corporation produces a variety of ride control, hydraulic, and electronic products for use as original equipment and replacement parts in automobiles, motorcycles, trucks, specialty vehicles, buses, aircraft, railroad cars, industrial applications, agricultural applications, and civil engineering projects. Our global headquarters are located in Tokyo, Japan, and we have facilities in Asia, the United States, Central and South Americas, and Europe.

KYB Americas Corporation, headquartered in Franklin, IN, is a producer of shocks and struts for several Japanese OEM's, such as Toyota, Honda, Nissan, Subaru and Mitsubishi, as well as, producing product for the Aftermarket business.

Website: <http://www.kyb.com>

Company Size: 501-1000 employees

KYB Americas Corporation is an Equal Opportunity Employer