



# Administrative Assistant - Quality

## **Summary:**

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2023, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking an Administrative Assistant to assist and support the Quality department. The ideal candidate will work efficiently as a team member with the ability to complete assigned tasks independently.

## **Responsibilities:**

- Assist in reviewing receiving documentation to ensure that it meets the drawing/requirements.
- Upfront prep work using InspectionXpert Software for incoming piece parts.
- Prep workmanship/final, and first articles using InspectionXpert.
- Data Entry.
- Assist with the maintenance and update of the customer owned property process.
- Update the incoming inspection, workmanship, and final priority list.
- Assist with the calibration process.

## **Knowledge & Skills:**

- Excellent verbal and written communication skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office products and other software.

## **Qualifications:**

- High school diploma or equivalent required.



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- 1-2 years of administrative support experience.
- U.S. citizenship required. Ability to possess a security clearance.

### **Why should you join Haigh-Farr?**

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Medical Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Medical and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Medical Insurance Plan

### **Equal Opportunity Employer/Veterans/Disability**