



Vicon Machinery

Where Superior Duct Work Begins.

Administrative Operations Lead

Location: Pevely, MO

About Vicon

Vicon Machinery manufactures precision sheet metal machinery used in HVAC duct fabrication. Our Pevely, MO location designs, engineers, and builds coil lines, rollformers, and other advanced systems that help shops streamline duct production.

Position Summary

The Administrative Operations Lead is responsible for overseeing the company's administrative staff and ensuring smooth operation of payroll, employee onboarding, and day-to-day administrative processes. This role also supports Accounting by assisting with final invoicing through Sage 100. By coordinating across departments, the Administrative Operations Lead ensures accurate records, efficient workflows, and consistent support for employees and leadership.

Key Responsibilities

- Supervise and provide guidance to administrative staff across the company.
- Oversee payroll processing with the payroll provider to ensure accuracy and timeliness.
- Manage new hire documentation, including tax forms, employment paperwork, benefits enrollment, and personnel files.
- Assist Accounting with final invoicing through Sage 100 to ensure accuracy and timely processing.
- Ensure compliance with company policies and applicable employment regulations.
- Coordinate with Accounting, Production, and other departments to streamline administrative workflows.
- Maintain accurate employee records and filing systems.
- Act as a resource for employee questions regarding payroll or onboarding.
- Identify and implement process improvements to increase efficiency in administrative functions.
- Prepare reports for leadership related to payroll, onboarding, invoicing, and administrative operations.

Sales & Service
1801 Arctic Avenue
Bohemia, NY 11716
Phone: (631) 563-7234
Fax: (631) 563-7239

Sales, Manufacturing, & Service
(Coil Lines, Rollform, Duct Fabrication)
1180 Mason Circle N
Pevely, MO 63070
Phone: (636) 349-8999
Fax: (636) 326-2097

Sales, Manufacturing, & Service
(Plasma, Laser, Software)
10248 Mercer Pike
Meadville, PA 16335
Phone: (814) 333-2181
Fax: (814) 333-2353

Qualifications

- Prior experience in administration, payroll coordination, or employee onboarding.
- Strong organizational skills with excellent attention to detail.
- Knowledge of payroll systems and standard employment documentation.
- Familiarity with Sage 100 for invoicing or order processing.
- Effective communication and interpersonal skills.
- Ability to balance multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite or Google Workspace.

What We Offer

- Competitive salary.
- Health insurance.
- Paid time off and holidays.
- 401(k) with company match.
- Opportunities for professional growth and development.

To Apply: Please send your Resume or Curriculum Vitae (CV) to info@spiral-helix.com

Vicon Machinery, LLC is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

