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JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

DEPARTMENT: Office/Administrative

JOB TITLE: Administrative Assistant

REPORTS TO: Office Manager

PURPOSE: The purpose of this job is to provide general secretarial/administrative support to a variety of departments within the Company.

JOB DUTIES:

Clerical/Secretarial Duties:

- Types letters, memorandums, reports, and quotes, as requested by the office staff.
- Prepares departmental correspondence and ensures that it is mailed in a timely fashion.
- Inputs purchase orders onto the computer for large jobs.
- Sorts and distributes incoming mail for the office.
- Prepares bulk mailings as necessary.
- Orders and maintains an adequate inventory of copier and fax supplies.
- Assists employees in obtaining necessary supplies, operating office equipment, and directs employees' questions/concerns to the proper department(s) assuring the efficient operation of the office.
- As necessary, provides back-up support to the receptionist by greeting customers/ visitors over the phone and in person in a professional and courteous manner.
- Manages the publication of the internal/external Company newsletter.

JOB REQUIREMENTS:

1. Good knowledge of general office practice and business English.
2. Knowledge and ability to communicate effectively with the office staff as well as customers/visitors.
3. Ability to learn company's' quality objectives and apply those objectives in the performance of the job duties.
4. Ability to receive/screen office visitors and telephone calls.
5. Sufficient typing skills, knowledge of computers, and software packages as well as the ability to answer phones and takes messages.
6. Ability to perform basic mathematical calculations, proofread documents/reports, and maintains documents.
7. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
8. Ability to operate all office equipment required to achieve job duties such as computers, typewriters, fax machines, labeling machine, postage meter, copiers, and telephones.
9. Ability to manage and maintain confidential information.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to work daily and overtime as needed.
12. Ability to provide assistance in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

<u>Key:</u>	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Frequent
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 30 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials				Occasional
Weighing from 0 to 30 Pounds				
Being Around and/or Operating Moving Machinery/Equipment				Occasional
Operating a Vehicle (as a part of your job)				N/A
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Continuous
Operating Office Equipment				Continuous
Operating Computer				Continuous
Simple Grasping (right and left)				Frequent
Firm Grasping (right and left)				Frequent
Fine Manipulating (right and left)				Frequent
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				YES
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Occasional
Plant				N/A
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to provide efficient and timely administrative/secretarial support to a variety of departments. Furthermore, this position requires the incumbent to maintain attention to detail, apply logical thinking, utilize common sense, and solve problems as they arise, and exercise excellent oral and written communication skills.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, occasional periods of managing a telephone system with a high volume of calls and possible extended periods of computer work.

TRAINING:

Safety:

Safety Meetings

Other:

On-the-job training
Employee Handbook

JOB QUALIFICATIONS:

Education: High School Diploma or G.E.D. preferred.

Experience: A minimum of 2-3 years of receptionist/clerical experience is required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Administrative Assistant

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature