

JOB TITLE: Administrative Assistant
REPORTS TO: Human Resources
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: March 16, 2011

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Administrative Assistant of _____.

BASIC FUNCTION

The basic function of the Administrative Assistant is to project a professional company image through in-person and phone interaction. This position will provide administrative support to multiple departments. As a result, an Administrative Assistant is required to perform general clerical, receptionist and project based work.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Manage the companies' lobby area.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Hear and resolve complaints from customers.
- Operate telephone switchboard, including answering, screening and forwarding calls, providing information, taking messages and scheduling appointments.
- Perform general clerical duties, including photocopying, faxing, mailing, and filing.
- Time stamp and distribute materials.
- Create labels.
- Collect, sign for, sort, distribute and prepare mail, messages and courier deliveries. Restock Fed Ex supplies.
- Accept front desk deliveries.
- Collect and maintain inventory of office/break room equipment and supplies.
- Research, price, and purchase office/break room equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Print out, accumulate, and enter daily logs by date.
- Collect and distribute all documentation from _____ shop mailbox and file folders daily.
- Administer beginning steps of document imaging process.
- Reconcile statements to Master Builder records. Call for missing invoice copies, ensure the copies are received, and route for proper approval. Call on account discrepancies if needed.
- Fill out and fax credit applications once signed by Controller and file in notebook.

- Lien waiver tracking and follow-up.
- Maintain updated cell phone directory through memory chip.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION

- Required: High School diploma or equivalent

LICENSING/REGISTRATION/CERTIFICATION

- Required: None

EXPERIENCE

- At least two (2) years experience in general office responsibilities and procedures.
- At least two (2) years operating knowledge of and experience with multi-line telephone systems preferred.
- Advanced proficiency in Microsoft Office Word and Excel.
- Knowledge of the basic principles and practices of bookkeeping.

SKILLS, KNOWLEDGE, AND ABILITIES

- Strong interpersonal relations skills.
- Strong customer service and public relations skills.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Knowledge of the general construction industry and the sub trades.
- Ability to handle multiple tasks at the same time with frequent interruptions while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to work in stressful situations.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
- Knowledge of Microsoft Project software (or equivalent applications).
- Professional written and verbal communication skills.
- Ability to interact with management.
- Knowledge of principles and practices of organization, planning, records management and general administration.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Administrative Assistant's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the Administrative Assistant's job, the employee is required to talk, hear, and see. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, stand, walk, and reach with arms and hands. The employee is occasionally required to climb or balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones. Must be able to lift 10 pounds or more.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Administrative Assistant will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet to moderate.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Administrative Assistant position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.