

Job Description

Position Title	Department	Reports to
Administrative Assistant	Administrative	Administrative Lead
Employment Status	FLSA Status	Pay Range
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	\$14.00-\$17.00

Position Summary

Works directly with Administrative Lead to coordinate administrative office services such as general business activities for the Company, appointment-setting, records control, data entry, and customer service. Strong positive presence to greet customers and vendors in person as well as on the phone. Exercises independent judgment in the resolution of administrative problems.

Essential Duties and Responsibilities

- Company Receptionist- Answer the main telephone and receive guests and deliveries.
 - **Find out WHO is calling, WHERE they are calling from, and WHAT they are calling about before transferring call**
- Monitor the cleanliness of the office, kitchen/breakroom areas, and manage janitorial staff
- Data Entry- Maintain and update CRM contact information, add new customers and vendors to QuickBooks, compile master list for backup of CRM using Microsoft Excel
- Office supplies order- Note when office products are low, relay list to Administrative Lead for ordering
- Perform other ad hoc office management and administrative duties as required, including kitchen area cleanliness, order, etc.
- Coordinate all company mail services including receipt of all mail, distribution, and filing of all company correspondence
- Make appointments for company vehicle services
- Renew annual company vehicle registrations
- Work with the Company's Insurance Agent to distribute Certificate of Insurance (COI), as needed
- Obtain and maintain vendor & subcontractor W-9 and COIs
- Aid with organizing all employee events and morale boosters
- Ability to operate a computer, use various software applications such as Microsoft Excel spreadsheets, QuickBooks, Microsoft Word, and Google Suite
- Exercise administrative judgment and assume responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area

Accounts Payable & Receivable

- Separate checks received daily in mail for processing by the Jr. Controller/ Admin. Lead
- Work with customers/vendors to manage financial information, such as company bank information, W-9, vendor set up forms, credit references, and **ALWAYS GET AN ACCOUNTS PAYABLE CONTACT FOR CUSTOMERS** etc.
- Process all vendor materials purchase orders for production supplies in QuickBooks, as directed
- Create Sales Orders in QuickBooks by processing customer Purchase Orders

Human Resources

- New Hire process [Posting ads/Background checks /Onboarding]- Spearhead orientation of new employees as needed, benefits administration, workers comp administration
- Employee benefit administration- Aid with workers comp paperwork when necessary, distribute and collect benefit application from employees for processing by the Jr. Controller/ Admin. Lead
- Work with Jr. Controller/ Admin. Lead and insurance agents at times of renewal

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High School Diploma or GED (Two years college or equivalent work experience preferred)
- One year of related experience or relevant coursework
- Able to exchange non-routine information using tact and persuasion as appropriate

- Good oral and written communication skills

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.