



TITLE: Administrative Specialist

JOB SUMMARY: Administrative Specialists/Receptionists are often the first employee that the public or customer has contact with. They are responsible for making a good first impression for the organization, which can affect the organization's success. The Administrative Specialist performs various administrative tasks, including answering telephones, relaying information to employees and customers and providing overall front desk support. The Administrative Specialist also provides general office administrative and project-based support on a daily basis.

REPORTING:

- Reports to Controller

KEY PERFORMANCE INDICATORS (KPI):

- Demonstrates positive customer service abilities
- On-Time delivery of assignments and projects
- Quality of delivered assignments and projects

JOB COMPETENCIES:

- Time Management
- Client Service
- Team Player
- Adaptability

DUTIES & RESPONSIBILITIES:

- Answering and transferring calls to appropriate people/screening sales calls
- Greet clients/suppliers/visitors in a professional and friendly manner
- Opens and distributes mail to the appropriate people
- Prepares and sends outgoing faxes, mail and courier parcels
- Process and prepare travel, meeting, and other arrangements
- Order and maintain an inventory of office supplies and clothing
- Creates and distributes weekly Toolbox Talk (TBT)
- Assists in data input for tracking manhours including printing and sharing reports
- Assists the Accounting Department in entering AP invoices and reconciling credit card statements
- Supports project management by creating job folders and filing when needed
- Provides administrative support to Roofing Department as needed
- Helps organize and support company functions

SKILLS & CERTIFICATIONS:

- Friendly communication and ability to interact with wide range of people
- Organizational/Multitasking abilities
- Adept at basic office technologies such as phone systems and copier/printers
- Strong written/oral communication skills
- Effective time management
- Strong planning skills
- Proficiency with computers
- Proficiency with software programs such as Microsoft Office Suite (Word and Excel)
- Strong typing skills
- High level of accountability, accuracy, and efficiency
- High level of confidentiality with accounting and payroll records



COMPENSATION:

- \$14.00 - \$18.00 per hour
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Standard Rate
- Dental, Vision, and Disability Insurance Plans – Payroll Deduct

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date