



TITLE: Administrative Assistant/Receptionist

JOB SUMMARY: Administrative Assistant/Receptionist position is someone who performs various administrative tasks, including answering telephones and relaying information to the public and customers. Administrative Assistant/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.

REPORTING:

- Reports to Director of Human Resources
- Direct Reports: NA
- Indirect Reports: NA

KEY PERFORMANCE INDICATORS (KPI):

- Excellent customer service skills
- Provide Efficient Trafficking
- Office Productivity
- Office Morale

JOB COMPETENCIES:

- Time Management
- Customer Services
- Team Player
- Organizational / Multitasking Abilities
- Planning Abilities

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
- Create files for new hires/ follow checklist for adding them in the system/background check, DMV, state registered
- Remove termed employee's files and remove from the system
- Provide administration support to management and other staff
- 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)
- Print and collate employee handbook
- Manage CertainTeed roofing rebate program
- Helps organize and support company functions
- Ensures filing for HR, vendors and job folders are complete

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), Gmail, and QuickBooks bookkeeping software
- Strong typing skills
- High level of accountability, accuracy, and efficiency
- High level of confidentiality with accounting and payroll records

PRIVILEGES & AUTHORIZATIONS:

- Office space and designated computer (laptop or desktop)
- Access to project drives and files (both digital and hard copy)

WORKING CONDITIONS:

- 95% of time is spent working at office location. Some driving is required. Valid driver's license is required. 5% of time is spent working at off-site meetings, company gatherings, and events.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat.
- Mental: (conditions that may lead to mental or emotional fatigue) The Administrative Assistant must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job may at times be physically strenuous and demanding.
- Job requires sitting, standing, bending, stretching, and twisting.
- Job requires ability to lift and manipulate objects of up to 50 lbs. for 50 feet.

HAZARDS:

- Normal hazards associated with office environment
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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
- Life Insurance – base policy w/ option to payroll deduct additional amounts

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