



## Job Description: Office Assistant

### **Classification**

Nonexempt

### **Salary Range**

As Posted

### **Reports to**

Office Manager

### **JOB DESCRIPTION**

#### **Summary**

Under the supervision of the Office Manager, this position provides administrative support for the company. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, purchasing supplies, working on special projects, and covering the receptionist during breaks and absences. Also, answers non-routine correspondence and assembles confidential and sensitive information. Deals with customers, a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information; .
2. Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
3. Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation.
4. Serves customers by answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
5. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
6. Maintains and updates filing system for the department. Retrieves information from files when needed.
7. Keeping the offices clean.

#### **Competencies**

1. Technical Capacity.

2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Flexibility.
7. Office Experience: General, Scheduling; Telephone Skills; Typing, Documentation Skills; Meeting Planning; Verbal Communication; Written Communication; Dependability; Attention to Detail; Administrative Writing Skills
8. Spelling, vocabulary, math and grammar skills appropriate to the level of the position.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

This is largely a sedentary role; however, some filing and general cleaning is required. This would require the ability to lift files and cleaning tools, open filing cabinets, and bend, stretch, or stand as necessary.

### **Position Type and Expected Hours of Work**

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 8am-4:30pm.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

1. High school diploma.
2. One year of administrative experience.
3. Proficient using a PC in a Windows environment
4. Intermediate experience with the Microsoft Office Suite: Outlook, Word & Excel.

### **Preferred Education and Experience**

1. Associate's degree.
2. Two years of related experience.
3. Experience using Accounting Software, preferably QuickBooks.
4. Experience using Manufacturing software for scheduling, order entry, inventory, and purchasing functions.

### **Additional Eligibility Qualifications**

None required for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.