



## **JOB DESCRIPTION**

**Job Title: Office Assistant**

Department: Operations

Reports to: Operations Administrator

### **JOB STATEMENT:**

The Office Administrator, maintains the communication flow between managers, subordinates and upper management. Office Assistant performs the many duties needed to keep the office running smoothly

### **DUTIES:**

- Manifest Pre and Post Audits
- Maintains Personnel Roster
- Maintains Employee Files
- Maintains safety sensitive employee list
- Maintains databases
- Coordinates Payroll
- Maintains local Human Resource conditions
- Communicates with Corporate HR
- Communicates with Corporate Compliance

Performs all other duties as assigned.

### **Competencies:**

- **Communication**-Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Organization**- Can marshal resources (people, funding, material, support) to get things done. Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.
- **Time Management**- Uses his/her time effectively and efficiently. Values time. Concentrates his/her efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.

- **Customer Service**- Refers to the ability to satisfy the expectations and requirements of customers. Displays courtesy and sensitivity and responds promptly to service requests. Identifies customer needs and explains services clearly. Handles difficult situations.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Judgement**- Refers to the ability to make decisions in a timely fashion that are sound, accurate and supported by the reasoning and inclusion of appropriate people.

**Experience and Requirements:**

- Bachelor's degree or equivalent plus 3-4 years of related experience.
- Knowledge of Word Processing software. Microsoft Excel, Word, and Outlook a must.
- Valid Driver's License required

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand and walk. The employee must regularly lift, push, pull, and/or move up to 75 pounds. The employee must be capable of bending, reaching, crouching, and climbing.

**Work Environment:**

The employee may be exposed to extreme hot or cold temperatures, heights, and loud machinery or equipment. The employee may be exposed to hazardous chemicals.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Printed)**