



POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

CLASSIFICATION: Non Exempt

POSITION REPORTS TO: CFO

POSITION PURPOSE

The Administrative Assistant is responsible for performing clerical, accounts receivable, and administrative functions for personnel throughout the organization.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Oversee reception area; greeting guests, answering telephones, and routing visitors and/or calls to appropriate area or person.
 - Read and route incoming mail, locating and attaching appropriate file to correspondence to assist employer in dealing with correspondence.
 - Coordinate and plan events such as meetings, shutdown, company parties; preparing agendas, reserving and preparing facilities, etc.
 - Assist with preparing for plant tours.
 - Make copies of correspondence or other printed materials as requested.
 - Arrange conference calls as requested.
 - Assist in arranging and coordinating travel schedules and reservations.
 - Handle incoming and outgoing mail and correspondence, including e-mail, courier services, etc.
 - Assist with ordering and maintaining general office supplies for plant, working within the defined budget.
 - Facilitate content gathering for newsletters and other communications with investors & board of directors.
 - Backup the scale room duties
 - Update company website and other social media pages, i.e Linked In, Facebook, etc.
 - Monitor Administration building for cleanliness, vacuum & clean as necessary
 - Assist Accounting team in filing
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QUALIFICATIONS

EDUCATION/CERTIFICATION: High school diploma required

REQUIRED KNOWLEDGE & EXPERIENCE:

3+ years administrative assistant or related experience required
Strong knowledge of Microsoft Office Suite required
Knowledge of general office equipment required
Accounts Receivable experience preferred

SKILLS/ABILITIES:

Ability to work in a creative, fast paced, team environment
Excellent written and verbal communication skills
Professionalism
Must interact with internal and external customers with tact and diplomacy;
possess strong interpersonal skills, and a customer service focus
Able to maintain complex workload and set priorities
Excellent problem solving skills
Strong customer service abilities
Ability to anticipate needs and accomplish necessary tasks
Detail oriented

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. For more detail please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting of up to 50 pounds occasionally.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee signature _____

Date_____

Supervisor signature _____

Date_____

HR Director signature _____

Date_____