

<b>Job Title</b>	Administrative Assistant	<b>Date</b>	8/18/2023
<b>Department</b>	Administration	<b>Manages Employees</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Reports To</b>		<b>FLSA Status (to be completed by HR)</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Revision</b>	A		
<b>Summary (Main Purpose)</b>			
<p>We are seeking a reliable and detail-oriented Administrative Assistant to support our team with various administrative tasks. The ideal candidate will be organized, proactive, and possess excellent communication skills. This role is essential in ensuring the smooth operation of our office and supporting our staff in their daily activities.</p>			
<b>Job Duties and Responsibilities (Essential Functions)</b>			
<ul style="list-style-type: none"> <li>• Manage and organize office operations and procedures to enhance efficiency.</li> <li>• Provide administrative support to various departments, including scheduling meetings, managing calendars, and coordinating travel arrangements.</li> <li>• Prepare and edit correspondence, reports, presentations, and other documents as needed.</li> <li>• Maintain filing systems, both electronic and paper, ensuring all documents are accurately filed and easily accessible.</li> <li>• Assist with invoice processing, expense tracking, and budget management in collaboration with the finance team.</li> <li>• Respond to inquiries from clients, vendors, and employees, providing exceptional customer service.</li> <li>• Organize and coordinate events, meetings, and conferences, ensuring all logistical details are handled effectively.</li> <li>• Assist in the onboarding process for new employees, providing necessary administrative supplies.</li> <li>• Perform general office duties such as answering phones, managing mail, and ordering office supplies.</li> <li>• Support special projects and initiatives as assigned by management.</li> </ul>			
<b>Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).</b>			
<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as an administrative assistant or in a similar role.</li> <li>• Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook).</li> <li>• Strong organizational skills with the ability to prioritize tasks effectively.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Confidentiality and professionalism in handling sensitive information.</li> </ul>			
<b>Additional Skills and Experience (Preferred or helpful)</b>			
<ul style="list-style-type: none"> <li>• Additional qualifications in office administration or related fields are a plus.</li> <li>• A positive attitude and a willingness to learn.</li> </ul>			

*This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.*

## **Demands and Conditions Analysis: Administrative Assistant**

### **Working Conditions**

The **essential functions** of this job involve the following working conditions.  
(Place an "x" in the appropriate box.)

<b>C = Continuously</b>	75%-100% of time
<b>F = Frequently</b>	50%-74% of time
<b>O = Occasionally</b>	10%-49% of time
<b>R = Rarely</b>	1%-9% of time
<b>N = Never</b>	0% of time

	C	F	O	R	N		C	F	O	R	N
<b>Environmental</b>						<b>Physical Factors</b>					
Works alone			X			Sitting			X		
Works with others			X			Standing	X				
Customer contact					X	Walking		X			
Shift Work	X					Bending/stooping		X			
Extended Day			X			Squatting/Kneeling		X			
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks	X					Twisting at waist		X			
Noise (decibels) 91					X	Reaching above shoulders			X		
Vibration			X			Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.		X			
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)					X	Climbing ladders			X		
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping				X	
Dryness					X	Operating foot controls					X
Odors & dusts				X		<b>Manual Tasks</b>					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication				X	
Fumes					X	Using keyboard				X	
Mechanical hazards			X			Using hand tools	X				
Electrical hazards					X	Twisting/wringing			X		
<b>Sensory Tasks</b>						Scrubbing/washing/polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			<b>Equipment Operation</b>					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech		X				Operating hoist equipment			X		
Hearing mechanical sounds			X			Operating shop machinery			X		
Sensing odors					X	Operating power tools	X				
Sensing by touch					X	Operating torch					X