

## Office Assistant



Job Title: Office Assistant

Department: Administration

Prepared By:

Approved By:

FLSA Status:

Reports To: Office Manager

Prepared Date:

Approved Date:

### Summary

The Office Assistant is responsible for sending, receiving, and delivering company communications and filing documents. This position also provides back-up to the Receptionist.

### Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities that management deems necessary from time to time.

1. Operate office machines, such as copier, fax, phone system and computer.
2. Receive and send emails.
3. Answer telephone and take messages.
4. Act as back-up to receptionist during breaks and absences.
5. Open, sort, and distribute company mail. Prepare outgoing mail and take mail to Post Office as required.
6. Responsible for petty cash and stamp boxes.
7. Pick up receivers from shop and match with packing slips for Accounts Payable.
8. Maintain and update files.
9. Stock all conference rooms with supplies.
10. Perform other clerical duties as necessary. These may include making copies, assisting with the postage meter, shredding files and other duties as assigned.

### Qualifications

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

## Education and/or Experience

- Requires education generally equivalent to a High School diploma.
- Up to 3 months of general office experience preferred.
- Requires a general knowledge of Microsoft Office Applications including Excel, Word and Outlook.
- Requires effective oral and written communication skills in interacting with employees.
- Requires attention to detail and accuracy skills.

## Physical Demands

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.)

While performing the duties and responsibilities of this position, the employee is occasionally required to reach above shoulders. The incumbent will regularly stand, walk, sit, talk and listen, and stoop, kneel or crouch. The incumbent is frequently required to move from place to place and use hands to finger or handle. Specific vision requirements for this position include close vision and the ability to adjust focus.

The incumbent will occasionally be required to lift up to 10 pounds.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment where the noise level is moderate. There is occasional exposure to moving and mechanical parts.


Employee Acknowledgmen: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

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