Allegheny Construction Specialties

Job Description

**Position Title: Administrative Assistant**

**Reports To: General Manager**

**Issue Date: September 28, 2020**

# Job Summary

# The Administrative Assistant has important administrative functions that allow all Departments throughout the Company to operate smoothly and efficiently. This position ensures the company’s office runs smoothly, that new employees and subcontractors are integrated in a timely and effective manner, and that the company’s pertinent financial data is entered into the parent company’s financial systems.

# Duties and Responsibilities

* Greeting visitors to the office and receiving deliveries
* Ordering, stocking, and organizing office supplies and building consumables.
* Answering the office’s main phone number - distributing calls and messages as needed in a timely fashion
* Receiving mail, scanning, and distributing to the proper place
* Ensuring that we have an adequate stock of marketing materials on hand; printing and distributing company those marketing materials as needed
* Maintaining stock of field uniforms and office gear
* Assisting new employees in completing their required New Hire paperwork.
* Entering invoices into the company’s accounting system
* Ensuring that new vendor credit applications are processed successfully, and in a timely and accurate fashion.
* Entering Lowes/Home Depot and company credit card transactions into the accounting system
* Prepare and receive FedEx shipments
* Order business cards for office and field personnel
* Enter monthly meter readings for RJ Young copier
* Keep up the company phone directories

# General Duties and Responsibilities

* Maintain friendly, cooperative relations with customers, company personnel and management.
* Perform other tasks or assignments as delegated by the General Manager.
* Demonstrate the ability to tactfully handle difficult situations.
* Continue professional development through training courses.
* Organize personal schedule to maximize productivity and time management.
* Follow all Company personnel policies and procedures.

## Employee’s Acknowledgement

I have carefully read and understand the contents of the position description. I understand the responsibilities, requirements, and duties expected of me and further understand that this is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the company reserves the right to revise the functions and duties of the position or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

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Employee’s Signature Date