



ADMINISTRATIVE ASSISTANT-JOB DESCRIPTION

REPORTS TO: Director of Human Resources

SUMMARY: This position provides general office and clerical support to the organization. Reception duties are included.

QUALIFICATIONS:

- High School Diploma or equivalent
- 2 years of general office or clerical experience
- Exceptional phone presence with pleasant personality and neat appearance
- Detail oriented, with exceptional organizational skills
- Experience with office machines including phones, copier, fax machine, and printers
- Must possess effective written and verbal communication skills
- Must be able to navigate in a windows based computer environment
- Experience with Microsoft Office, including Outlook, Excel, and Word

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Answers phone, screens calls and determine purpose, forwards to appropriate staff
- Greets visitors and dispatches accordingly
- Assists with recruitment process (i.e. applicant testing, tracking, etc.)
- Processes time off request slips
- Maintains and updates various logs (i.e. attendance point log, FMLA log, salary unscheduled absence log, disciplinary log, time edit adjustment log, approved driver log, and HR tracking spreadsheet)
- Document creation – general typing and formatting
- Scheduling and coordination of meetings
- Daily drop off mail at post office as needed
- Purchase and re-stock water bottles
- Maintain and update employee mailboxes in breakroom
- Accounts payable data entry & processing
- Provide support to executive staff as needed
- Locking the office at the end of the business day
- Maintenance and organization of company records room
- Open mail and distribute to all recipients
- General office organization and coordination
- Make coffee – order and maintain all kitchen supplies
- Order and maintain office supplies
- Other general office or clerical duties as assigned
- Has the authority to stop production when nonconforming parts are detected
- Understands and demonstrates the 6 core behavioral expectations: Communicative, Motivated, Responsible, Dependable, Inquisitive, Accountability

Qualified individuals should send their resume to humanresources@unitedalloy.com

United Alloy Inc. is an Equal Opportunity Employer.

I have read and understand the job description for a United Alloy Sales Manager.

Signature: _____

Date: _____