

## **Administrative Assistant**

### **RESPONSIBILITIES:**

Prepares general correspondence, job orders, purchase orders and shipping documents. Facilitates the smooth operation of shipping procedures. Perform data entry as required by all departments and performs receptionist duties.

### **DUTIES:**

- Receive purchase orders and packing slips.
- Prepare purchase orders, as necessary.
- Order office supplies, as necessary.
- Place company supply orders, as required.
- Answer telephone, route calls to appropriate official and place routine outgoing calls. Greet visitors, ascertains nature of business and routes visitors to the appropriate person.
- Prepare outgoing mail including calculating postage, UPS and Federal Express. Sorts and routes incoming mail.
- Transcribes notes, composes and types routine correspondence.
- Prepare shipping documentation including packing slips, bill of lading, and shipping manifests as per customer requests.
- Assign job numbers and prepares job folder for accounting purposes.
- Perform functions as required by the company.
- Be the “administrator” of company the databases.

### **TRAINING PERIOD:**

- 90 day probationary period
- Must pass drug/alcohol test
- Must pass background check

### **REQUIRED DOCUMENTS:**

- Resume
- Job Application
- I-9

**REPORTS TO:** Office Manager