

Clerical / Office Job Description

Job Title:	Administrative Assistant
Reports to:	General Manager
Work Schedule:	Typically a normal business day 8:00 a.m. to 5:00 p.m. Employee must be able to work varied shifts including weekdays, weekends and holidays when necessary.
Principal Purpose of Job:	Maintain the clerical, accounting and human resource departments. Assist the General Manager on operational matters.
Level of Authority:	Receives close to moderate supervision. Expected to perform routine assignments as employee gains experience.
Work Environment:	Work is performed in a casual office environment with some exposure to truck drivers.
Essential Job Functions:	<p>Update and maintain accounting records. Perform Accounts Receivable functions, Perform Accounts Payable functions; generate Balance Sheets and Profit and Loss Statements.</p> <p>Assist in the hiring process and maintain Human Resource files.</p> <p>Prepare, review and process payroll.</p> <p>Some tasks related to janitorial care of the office buildings and restrooms and overall appearance and sanitary condition of the office.</p> <p>Respond to customer inquiries in a courteous manner within scope of knowledge and authority; refer to the General Manager as appropriate.</p> <p>Operate truck scale.</p> <p>Assist owner with travel arrangements.</p> <p>Maintain and update client contact list as necessary.</p>
Qualifications:	<p>Must be at least 18 years old.</p> <p>Be able to follow verbal and written instructions.</p> <p>The ability to work with and get along with others.</p> <p>Read and write English.</p> <p>Must be proficient in Outlook, Excel, Word and QuickBooks.</p> <p>Must have a valid California Drivers License.</p> <p>Must be a self starter that works independently.</p>
Physical Qualifications:	None
Other:	<p>As an absolute condition of employment, employees are required to adhere to a drug and alcohol-free workplace environment.</p> <p>The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.</p>