

WOHLSEN CONSTRUCTION COMPANY**JOB DESCRIPTION**

Job Title: Office Assistant

Reports to: Director of Human Resource

Exempt or Non-Exempt: Non-Exempt

Job Summary:

Performs various administrative, clerical and miscellaneous office services duties as assigned.

Essential Job Functions:

- Picks up mail from post office; Opens, sorts, and distributes incoming mail. Processes all incoming and outgoing inter-office mail. Distributes packages internally.
- Covers switch board during breaks, lunch, and when needed.
- Coordinates distribution services (FedX, UPS, etc.) to satellite offices.
- Maintains office supplies. Distributes supplies when delivered
- Replenishes postage meter and run monthly postage report for Finance Department.
- Transports items between offices.
- Maintains and changes the schedules for the conference rooms.
- Prepares offices for new employees.
- Set- up and tear down conference rooms for training.
- Organizes and maintains files.
- Supports the Marketing department with copying, proposal preparation, etc.
- Provides miscellaneous administrative support to Vice Presidents of Operations.

Other Functions:

- Provides administrative/clerical support to HR & Accounting Departments.
- Performs miscellaneous office cleaning/maintenance, such as cleaning out refrigerators, cleaning up lunch rooms, etc.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Capabilities Checklist for this job, which specifies the physical requirements of the job, is attached and is incorporated into this description.

Qualifications:

- High School Diploma/GED preferred
- A minimum of one year experience in clerical or administrative support position
- Good computer/keyboarding skills
- Proficiency with Microsoft Office software products
- Good verbal and written communication skills
- Strong organizational skills
- Valid driver's license

Machines/Tools/Equipment:

Computer, basis office equipment (copier, calculator, fax, switchboard, etc.) ;
Mail/Postage machine

Working Conditions:

Primarily a controlled office environment. Some driving required for deliveries to other office locations.

Employee Signature

Date