



JOB DESCRIPTION

POSITION TITLE: Administrative Assistant
DEPARTMENT: Auto Shop
SALARY: \$15.00
POSTING DATES: **Until Filled**

Position Summary: Provides administrative and office support activities to the Auto shop manager, Duties include general clerical, receptionist, and project-based work.

Major Duties and Responsibilities: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Composes and prepares memos, letters, meeting minutes, and other correspondence.
- Answers and screens incoming telephone calls aiding incoming callers and/or transfers to appropriate person.
- Meet and greet clients and visitors.
- Establish, maintain, and revise hard copy and electronic departmental filing system.
- Assists in planning a conducting departmental meeting.
- Receives and date stamps incoming mail.
- Receives and forwards incoming work orders, purchase requisitions, contracts, personnel documents, and other items for Auto shop manager's review and approval.
- Assists manager in preparing Payroll Change Notices and Corrective Action Notices for departmental employees. Responsible for follow through and distribution where necessary.
- Responsible for maintaining an attendance point system log for departmental employees.
- Submits purchase requisitions for payment of contract renewals, maintenance agreements, supply purchases, etc.
- Tracks and schedules auto shop appointments.
- Assists manager with departmental budgets, policy and procedures, and other various departmental reports.
- Maintains inventory list of maintenance equipment and supplies.
- Other duties as may be assigned.

EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- High School diploma required.
- Two-year degree in Office Manager or Secretary Certificate preferred.
- One to three years of clerical experience.
- Must be able to pass background investigation.

KNOWLEDGE AND SKILLS:

- Basic reading, writing and math skills required.
- Strong communication skills.
- Proficient in database management, word processing and spreadsheet applications.
- Must be flexible and have well-developed interpersonal skills.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Majority of work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to second-hand smoke.

This is a full-time, non-exempt position with full benefits. Native American preference applies.

