

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: Administrative Assistant

Exempt: No
Reports to: Administrative Supervisor

Summary:

The administrative assistant performs all secretarial and clerical duties, as needed for all staff members. He or she maintains the daily flow of document and data processing, and communication into and out of the office.

Essential Job Functions:

	Frequency
1. Prepares reports, correspondence, proposals, forms, etc.	Daily
2. Data entry and contracting of proposals	Daily
3. Processes documents for distribution	Daily
4. Answers telephone calls	Daily
5. Responsible for entering MST daily reports into the excel spreadsheet	Daily
6. Opens and distributes the mail	Daily
7. Run errands and deliveries/pickups	Daily
8. Keeps office supplies, kitchen, conference room, and lobby stocked/clean	Weekly
9. Lab billing data entry and reconciliation	Weekly
10. Vehicle registrations/maintenance reports	Weekly
11. Project filing	Bi-Weekly
12. New employee IT set ups and terminations	As Needed
13. Ensures daily reports are scanned and uploaded to project folder	As Needed
14. Requests COIs for projects	As Needed
15. Distributes office supplies to staff	As Needed
16. Creates project folders & binders	As Needed
17. Assist with archiving files/clearing proposals	As Needed
18. Assist with office building maintenance	As Needed
19. Assist with computer maintenance	As Needed
20. Assist with copier maintenance	As Needed
21. Assist with postage machine maintenance	As Needed
22. Manages staff RSVP's for luncheons/meetings	As Needed
23. Assists Administrative Manager in organizing staff events (Staff Star, Potlucks, company picnic & holiday party)	As Needed
24. Sets up and distributes company cell phones	As Needed
25. Assists with cell phone maintenance	As Needed
26. Archiving closed files	Monthly
27. Clearing proposals	Quarterly
28. Assist administrative manager with updating the clerical procedure binder	Annually

Desired Outcomes or Results:

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: Administrative Assistant

Maintains the daily flow of documents and data, while meeting required deadlines, and adhering to the company's established goals, procedures and professional standards. The administrative assistant works closely with the Administrative Manager and other clerical staff in accomplishing document and data processing and distribution. He or she must be able to respond to the needs of several staff members and clients at once, using tact and diplomacy.

Education, Knowledge, and Skills Required or Desirable:

- High school diploma
- Minimum three years clerical experience as secretary or administrative assistant
- Excellent (Intermediate to Advanced) word processing, technical editing skills
- Proficient spreadsheet and database skills
- Experience with data entry
- Excellent written and oral communication skills
- Professional attitude, telephone etiquette, and appearance required

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of job.