



Job Description

Job Title: Administrative Assistant	Location: Various Locations
Reports to: Director of Operations	Compensation: Hourly
Department: Operations	FLSA: Non-Exempt
Functional Group: Operations	Revision Date: 12/23/2021

Position Overview:

The Administrative Assistant will be the first point of contact for our company or department, both on the telephone and in person. You will assist all areas as necessary and directed, along with coordinating front desk duties, process time keeping systems and correspondence, work orders, and directing phone calls.

Objectives:

- Embraces TCS, Inc.'s Core Values of Safety, Teamwork, Work Ethic, Service, and Genuine.
- Possess a can-do attitude while showing a pleasant demeanor.
- To proactively assist with all group/departments as needed.

Responsibilities:

- Assist department heads with projects as requested such as scanning, filing, proofing of documents, data entry, and other assignments.
- Maintains and audits files, both paper and electronic.
- Processes paperwork for functional area according to established procedures.
- May help prepare or edit internal employee communications.
- Upon request, may coordinate and support company initiatives and events.
- Answer the phones in a polite professional manner, directing callers to their intended destination and following up on any returned calls.
- Assist with anniversary and birthday celebrations and other employee events as directed by management.

- Coordinate and manage locker assignments for all employees with Human Resources to ensure proper signage is placed.
- Complete weekly certified payrolls including scanning and sending to customers.
- Sanitize office on a consistent basis with current cleaning protocols.
- Complete 811 training and assist project management staff with calling in utility locates.
- Assist project management staff with creating, updating, tracking, and sending out traffic control device reports.
- Assist project management staff with work order approval and submittal.
- Assist project management staff with time submittals as needed.
- Greet all visitors, notify staff of arrivals, and set up rooms for meetings.
- Order weekly supplies for the office and breakroom, as well as stocking the supplies as they arrive.
- Maintain that copiers and public printers are full and supplied.
- Keep front waiting area clean and neat.
- Complete CDL verifications of previous employers for applicants (D.O.T.).
- Keep coffee stations clean and full.
- Other duties as assigned

Requirements:

- High School Diploma
- 1 to 2 years of administrative experience working in an office environment.
- Strong knowledge of Microsoft Office suite

Qualifications:

- Ability to act with integrity, professionalism, and confidentiality.
- Must be dependable, on-time, and willing to work to complete duties.
- Detail-oriented and organized, with strong communication skills.
- Desire and proven ability to work independently and in a team environment.

Physical Job Description

Job Title:	Administrative Assistant
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Work will be performed in an office environment.
Equipment Used: (List all manual and automated equipment used while performing essential functions.)	Use of computers, phones, and networking tools.
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Must be able to perform typical office functions such as printing, faxing, scanning, refilling of printers, and filing.

ADA Worksheet

Analysis of Physical Demands

Please mark an X where appropriate.

N = Never

R = Rarely (less than 1 hour per week)

O = Occasional (1%-66% of time)

F = Frequent (34%-66% of time)

C = Constantly (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Less than 10 lbs.					X	Reach over shoulder			X		
11 - 20 lbs.				X		Reach over head			X		
21 - 50 lbs.			X			Reach outward				X	
51 - 100 lbs.		X				Climb	X				
More than 100 lbs.	X					Crawl	X				
						Kneel		X			
						Squat		X			
Pushing/Pulling						Sit					X
Less than 10 lbs.					X	Walk - Normal Surfaces			X		
11 - 20 lbs.				X		Walk - Uneven Surfaces		X			
21 - 50 lbs.			X			Walk - Slippery Surfaces		X			
51 - 100 lbs.		X				Stand			X		
More than 100 lbs.	X					Bend			X		
Driving											
Automatic Trans		X									
Standard Trans	X										
Other											
Keyboard/Ten Key					X						
Fingering (fine dexterity)				X							
Handling (grasping, holding)				X							
Repetitive Motion - Hands				X							
Repetitive Motion - Feet			X					X			