

Twin City Hose, Inc.

Job Description



Job title:	Administrative Assistant
Work Location:	Rogers, MN
Division/Department:	Administration
Reports to: System Administrator	
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

Essential Duties and Responsibilities:

The administrative assistant is to act as support for the accounting department. The daily activities may include answering the telephone, filing, faxing, assisting visitors, managing appointments, and managing the daily office schedule. Additional, administrative duties may include working on special projects, and managing the office. Accounting tasks, such as organizing and filing deposit receipts as invoices are paid. Preparing reports on delinquent accounts and customer payment profiles. Reconciling cash receipts and deposits.

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and vendors to the appropriate party/department.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash.
- Performs other related duties as assigned.
- Review and file open orders for entry errors.
- File completed invoices and archive documents in proper location.
- Assist with handling freight claims and billing compliance
- Record and update daily reports for internal personnel
- Maintain customer specific spreadsheets
- Maintain vendor Liability Certificates
- Assist inside sales with order printing and distributing of paperwork
- Back up A/R & A/P processing of invoices, payments etc.
- Perform other tasks as assigned.
- Reliable and prompt in attendance.
- Hours: M-Th 8 AM-5 PM, F 8 M- 4:30PM

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Associate degree preferred.
- Recent accounting work experience, including data processing.

Physical Requirements:

- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.
- Prolonged periods sitting at a desk and working on a computer.

Print Employee Name:**Employee signature:****Date:**

I ACCEPT - Electronic Signature Agreement. By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Twin City Hose Inc.