



## JOB DESCRIPTION

**Job Title:** Part Time Administrative Assistant

**Reports To:** HR Manager

**FLSA Status:** Non-Exempt

**Summary:** The Administrative Assistant is responsible for providing administrative support by assisting with office duties such as physical and electronic filing, processing incoming paperwork from technicians, data entry and performing other duties as assigned.

### Essential Duties and Responsibilities:

- Scan and file all incoming technician paperwork
- Sort technician credit card receipts into appropriate categories
- Sorts all incoming technicians' paperwork. Filters our repairs needed for Parts Specialist
- Database Entry, check for tech errors, give to HR Manager
- Perform Office "odd jobs" ex. Take out mail, help Scheduler, or Technicians with their books/paperwork
- Assist in receiving incoming deliveries and processing pack slips

### Competencies:

- **Cooperation** Refers to the ability to establish and maintain effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- **Organization Support** Refers to the ability to follows policies and procedures. Completes administrative tasks correctly and on time. Supports organization's goals and values. Benefits organization through outside activities. Supports affirmative action and respects diversity.
- **Planning** Refers to the ability to accurately scope out the length and difficulty of tasks and projects, set objectives and goals and break down work into the process steps necessary to get things done.
- **Customer Service** Refers to the ability to satisfy the expectations and requirements of customers. Displays courtesy and sensitivity and responds promptly to service requests. Identifies customer needs and explains services clearly. Handles difficult situations.

- **Dependability** Refers to the ability to be trusted or relied upon to act in the way required or expected.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High School diploma (or GED or High School Equivalence Certificate) or minimum of 2 years experience preferred.
- **Language Skills** - Ability to read, analyze, and interpret documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc.
- **Computer Skills-** General computer knowledge including but not limited to: Excel, Word, Microsoft Outlook, Access database, QuickBooks, Visio, Adobe, and Internet Explorer. Website training a plus.

**Physical Demands:**

The physical demands described here are a 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.

While performing the duties of this job, the employee is frequently required to stand and walk. Constantly the employee is required to sit, talk, hear and listen. Occasionally the employee must lift, carry, push and pull. The employee must regularly lift and/or move up to 25 pounds.

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