



## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### Basic Function:

This position is responsible for providing administrative support to staff at our Arizona milling operation.

**Essential duties and responsibilities** include, but are not limited to:

- Answer phones. Route calls to the appropriate function/person and respond to inquiries in a courteous and professional manner.
- Order entry. Take orders from salesmen and customers and ensure that the order is accurately placed.
- Order tracking. Record orders in spreadsheet to confirm orders placed and delivered.
- Assist with reconciliation and matching purchase orders with invoices.
- Assist with administrative tasks related to special projects, such as customer mailings, flyer creation and mailing, etc.
- Open and distribute incoming mail and prepare outgoing mail including UPS/FedEx mailings.
- Perform as the A/R and A/P back-up, and regularly assist with A/R and A/P data entry.
- Assist with general office organization and cleanliness.
- Mail out invoices in a timely fashion.
- Be available for overtime work on a scheduled or call-in basis as required.

### Qualifications and Competencies:

The requirements listed below are representative of the knowledge, skill or ability necessary to perform this job successfully:

- **Education/Experience:**
  - o A high school diploma or GED is required
- **Skills:**
  - o Must be able to effectively multitask, be flexible.
  - o Must be a self-starter who regularly exhibits a positive attitude and is solution oriented.
  - o Must work well individually and in a team setting
  - o Must know how to set priorities and execute on tasks quickly and accurately.
- **Physical Requirements:**
  - o Must be able to perform repetitive motion activities, such as typing, regularly.

### Environment:

- While performing the duties of this job, the employee will be regularly exposed to work near moving mechanical parts.
- The employee will be regularly exposed to very dusty and noisy conditions
- The employee will be exposed to outdoor weather conditions
- The employee may be exposed to chemicals used in the process

*Note: Valid Driver's License required for insurance purposes. Plant Management retains the discretion to add to or change the duties of this position at any time.*

<b>Department/Division:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Office Manager</b>
<b>Experience Level:</b>	<b>Entry Level (1-3 years)</b>
<b>Location:</b>	<b>Phoenix, AZ</b>
<b>Employment Type:</b>	<b>Full-Time</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>