



## Position Description

<b>I. GENERAL INFORMATION</b>	
<b>Job Title:</b> Office Administrator	<b>Date:</b> December 20, 2021
<b>Department:</b> General Office Administration	<b>Location:</b> Bowie, Texas

<b>II. POSITION SUMMARY</b>
<p>Primary Roles</p> <ul style="list-style-type: none"><li>• Manage emails, letters, packages, phone calls and other forms of correspondence</li><li>• Taking new business orders, and providing job quote details to customers</li><li>• Keep current on status of active jobs</li><li>• File Room organization, i.e., filing away completed job folders and field books into their respective place/order</li><li>• Database management, i.e., updating all Microsoft Office files related to the support of Financial Operations (FINOPS), Customer Relationship Management (CRM), and Supplier Relationship Management (SRM)</li><li>• Organization of the hard copy Plat Records in the plat file/cabinet</li><li>• Maintain office supply inventory</li><li>• Engage with team members and inspire a sense of energy, ownership and personal commitment to the work</li><li>• Assist coworkers whenever there is an opportunity to do so</li></ul>

<b>III. INFORMATION PROCESSING</b>
<p>This candidate must be the subject matter expert related to prioritizing tasks, verbal and written communication skills, and attention to detail. This position must be able to be proficient with Microsoft Office Suite or other related in-house software. Must have excellent time management skills in addition to functioning well in a high-paced / stressful environment.</p>

<b>IV. LATITUDE</b>
<p>This position will have the latitude to make recommendations, develop solutions and take action to drive continuous improvement in order to enhance overall business</p>

<b>V. EDUCATION</b>	
X	High School graduation or equivalent (GED or another certificate)
	Associate's Degree, Technical School diploma, or another two-year program preferred. What specific area?
	Bachelor's Degree (BS, BA, etc.) What specific area?
	Master's Degree or equivalent (MS, MBA, JD, etc.) What specific area?
	Other

<b>VI. SPECIAL TRAINING, LICENSURE, OR CREDENTIAL OR SPECIALIZED EXPERTISE</b>
No specific licenses or certifications required

<b>VII. EXPERIENCE</b>
2 years of experience preferred.

<b>VIII. TRAVEL REQUIREMENT</b>	
X	<b>None or Some</b> – Infrequent travel of short to moderate duration; typically does not include remote or hazardous locations; typically travel is to planned events or meetings.
	<b>Moderate</b> – Occasional travel which may be planned or on short notice. A requirement of the job, but not a significant job component.
	<b>Significant</b> – Frequent travel on short notice; travel is an integral part of successful job performance; may be required to travel to remote or hazardous locations.
Comments:	

<b>IX. WORK SCHEDULE</b>	
X	<b>Typical</b> - Position may occasionally work past the normal workday and/or may occasionally perform some work on weekends as is typical of most employees. Not significant intrusion into personal or family life.
	<b>Moderate</b> – Position regularly works additional hours during the week or on weekends and evenings; responsibilities of position may require telephone contact at unusual hours. Requirement is to the extent that there is some intrusion into personal or family life.
	<b>Significant</b> – Position by its nature is required to be available on a constant basis with frequent global contacts at unusual hours on a 7-day basis. Work schedule is an integral part of successful job performance.
Comments:	

<b>X. PHYSICAL REQUIREMENTS</b>	
X	<b>Sedentary</b> – Work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like files; walking and standing are required occasionally.
	<b>Light</b> – Work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing.
	<b>Medium</b> – Work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.
	<b>Heavy</b> – Work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.
Comments:	

<b>XI. BENEFITS</b>	
<b>Pay:</b> Based upon experience	<b>Sick Leave:</b> 5 days per year, accrued after 1 year from start date with no carry over days
<b>Probation Period:</b> 90 days from start date	<b>Vacation Leave:</b> 5 days per year, accrued after 1 year from start date with no carry over days, in addition to major holiday pay