



Bulk Plant Administrative Assistant

Job Description

Department: Bulk Plant

FLSA status: Non-Exempt (hourly)

Location: Winnemucca, NV

Supervisory Responsibility: No

Job Status: Full-time

Reports to: Bulk Plant Manager

Travel Required: Travel required <25%

Work Schedule: M-F, 8 am – 5 pm

SUMMARY: Serves as administrative assistant to the Bulk Plant Manager and provides customer service at the front counter. Follows through on assigned tasks, including filing. Makes appointments and coordinates the schedules when applicable. Additionally, the administrative assistant is responsible for maintaining a high degree of professionalism while assisting with plant operations. Provides exceptional service to all guest at a Flyers site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Give all guests prompt and courteous service.
- Use equipment efficiently and minimize overtime.
- Assist in follow-up calls.
- Ensure the Company safety program is executed throughout assigned locations.
- Maintain working knowledge of lubricants and answer basic questions regarding lubricants and what products and services the company offers.
- Perform general secretarial skills such as letter writing, answer phones, pull package product, provide information to callers and route call to appropriate individuals or department(s).
- Carefully audit bills for general departments and headquarter office.
- Process guest payments for purchased products, carefully and accurately perform transactions with excellent customer service.
- Receives and distributes regular and inter-company mail to Supervisor
- Composes and processes routine correspondence.
- Able to perform light accounting duties.
- Knowledge of Microsoft Office programs
- Maintain Company filing system accurately.

GENERAL RESPONSIBILITIES:

- Perform specific tasks as assigned by Bulk Plant Manager.
- Promote and support Company image standards.
- Coordinate "Special Events" for the Company.
- Files correspondence and other records.
- Work in a safe manner at all times and report all accidents immediately.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions, in accordance with the Americans with Disabilities Act (ADA).

EDUCATION and/or EXPERIENCE: 2 years college preferred; 2 years lubricants office experience preferred. High School Diploma required.

LANGUAGE SKILLS: Ability to read and comprehend instructions, correspondence, and write correspondence. Ability to read and comprehend operating and maintenance instructions as well as procedure manuals. Ability to effectively present information in one-on-one and small group situations to guests and other team members. Ability to communicate with Company personnel, vendors and professional people using the intercom, voice-mail, and e-mail systems. Ability to operate and use a personal computer.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in order to carry out routine tasks in relation to the essential duties of the position. Ability to use and create spreadsheets. Possession of reconciliation skills.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to apply abstract reasoning to business issues and provide feedback and recommendations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member 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 team member is regularly required to walk, stand, talk or hear. The team member is occasionally required to sit; use hands to feel and handle objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT AND APPLICABLE LAW: The work environment characteristics described here are representative of those a team member encounters while performing 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 team member occasionally works in high, precarious places. The noise level in the work environment is usually low to moderate. Nevada law applies to this job description and all terms of employment for this position.

Signature of Team Member & date

Signature of Hiring Manager & date