

**ADMINISTRATIVE ASSISTANT**  
**JOB DESCRIPTION**

The Administrative Assistant is expected to maintain a high level of organizational skills and take initiative to resolve problems and concerns as they occur. This person has the ability to communicate confidently with all levels in the chain of command. Provide a full range of administrative duties including scheduling meetings, travel arrangements, re-directing calls to other management/departments, maintaining incoming/outgoing mail, ordering office supplies, maintaining files, plans etc. Prepare reports and spreadsheets for presentation purposes. Assist in departmental projects as needed.

- Professional demeanor/excellent call handling skills
- Professional interpersonal skills
- Self motivated individual with an ability to prioritize activities
- Strong organization skills
- Verbal and Written communication skills
- Ability to multi task; excellent time management skills
- Strong knowledge of Microsoft Office Applications and Timberline Project Management Software

**Major Responsibilities**

- Interface with all levels of the organization via Fax, Telephone, Email or Face to Face.
- To assist with projects and provide support wherever needed to meet project deadlines.
- To distribute & obtain information in the absence of the manager, so that normal business is not disrupted.
- To assist the manager in communication status, business goals, and communications to the organization.
- Photo copying plans and specifications
  - General typing for B.L. Spille, BSE, DPS
  - Input Data into Timberline
- Input Job Information into Timberline from the Project Managers. Please make sure all information is filled out completely on the Job Information Sheet. COPY ACCOUNTING ON THIS INFORMATION.
- Input all information into Timberline for Contacts, Contracts, Purchase Orders, Daily Reports, Project Information etc. filling in all fields. Tony will supply standard verbiage to use on each section.
- Upon receipt of Submittals / Shop Drawings enter into Timberline Submittal Log and Create a Transmittal to send out. You will be required to stamp and mark submittals once they have been reviewed by the Project Manager and marked up.

Administrative Assistants report to Tony Huser or Gary Haskins for any questions or day to day operations.

You will be required to manage Erlanger Self Storage on a daily basis as well. Any questions regarding ESS please direct them to Tony or George.

Answering of Phones and Directing Calls to necessary parties.

- Projects under Construction (Project Manager)
- Inquiries for new work. (Civil Side) Tony, George, Dan
- All questions regarding Metal Building and Steel Erection. Marty, Bob, George
- Questions regarding new employment. Marty (Steel), Bobby or Tony (Civil), Gary (Electric)
- Inquiries on existing or past employees. Gary, Leanne, Tony
- Accounting Questions (All) Gary, Leanne, Tony
- General Business questions calls Tony, George
- Vendor (Sales) Tony, Marty, George, Rick
- Tools & Equipment George, Tony, Rick
- Erlanger Interiors, Inc. Tony

**Please note there may be other professional responsibilities required for this position that are not covered above.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**G. Anthony Huser Jr. Senior Vice President**