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|---|----------------|-------------|
|  | Form Number:   | JDR-JOB-025 |
|   | Approval Date: | 01/18/2018  |
| <b>Job Description</b>  | Page 1 of 3    |             |

**TITLE:**                    **Administrative Assistant II**

ASSIGNED EMPLOYEE \_\_\_\_\_

## **Administrative Assistant II**

### **1.0 INTRODUCTION**

- 1.1 This procedure establishes the essential functions, authority, responsibilities, duties, reporting relationships, and measurements of performance for the position of Administrative Assistant.

### **2.0 FUNCTIONAL ROLE**

- 2.1 The basic function of the Administrative Assistant II/Sales Liason is to courteously, and efficiently provide assist in performing duties related to receiving and shipping merchandise along with assisting in the areas of Sales, A/P, and any other departments within JD Rush Companies.

### **3.0 SKILL REQUIREMENTS**

- 3.1 Education  
Required: High School Diploma  
Preferred: Some college courses in related field
- 3.2 Experience  
Two years of experience in the oil and gas industry.
- 3.3 Skill, Knowledge and Abilities  
Ability to read, write and speak in English. Must possess the ability to use correct English grammar, and punctuation. Must be computer literate and familiar with various types of software such as Word, and Excel.
- 3.4 Must be able to problem solve on an everyday basis and prioritize the workload. Must be a self-starter and work without constant supervision.
- 3.5 Working Conditions  
Primarily an office environment. The noise level is usually low.

#### **4.0 REPORTING RELATIONSHIPS**

- 4.1 The Administrative Assistant II reports directly to the Operations Manager.
- 4.2 At this time no one reports to the Administrative Assistant II.

#### **5.0 RESPONSIBILITIES / DUTIES**

- 6.1 Assists in receiving merchandise, checks and signs delivery slips. Backup for the Shipping & Receiving Clerk.
- 6.2 Verifies the initial quality and quantity of items against supporting documents.
- 6.3 Ensures that effective record keeping, transaction processing, reports and procedures are being followed. Verifies shipping summaries and associated documents are in compliance.
- 6.4 Ensure that files and documentation are maintained to provide visibility and traceability.
- 6.5 Attends Sales functions and trainings as directed by Operations Manager.
- 6.6 Responsible for WCPI Reclamation Yards process which includes ins and outs, and closure of orders for the month end and billing.
- 6.7 Assists Accounts Receivables (creating invoices and upload into SAP, ADP etc.inputs deposits and EDI payments into Solomon, New Customer set-up)
- 6.8 Communicates in a courteous and effective manner at all times.
- 6.12 Schedules meetings as directed by Operations Manager to include email information to affected staff, schedule conference room, order food, assists with any presentations, etc.
- 6.13 Maintains Aera and CRC inventory spreadsheets for customer review.
- 6.14 Completes purchase orders through the Solomon System for all purchases.
- 6.15 Processes the shipper documents for loading.
- 6.16 Works On-Call rotation as scheduled.
- 6.16 Assists in other departments as needed.
- 6.17 Performs any other like duties as assigned by management.

#### **6.0 MEASUREMENT OF PERFORMANCE**

- 6.1 Duties as assigned by the Operations Manager are performed in a timely manner, and are efficiently completed.
- 6.2 All record keeping is to be kept neat and up to date.
- 6.3 A high level of communications has been maintained.

**7.0 ACKNOWLEDGEMENT**

7.1 I have reviewed and understand the above Job Description and believe it to be accurate and complete. I also agree that management retains the right to change this Job Description at any time to keep it functional and effective.

**8.0 ESSENTIAL PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

| <b>POSITION TITLE Administrative Assistant II</b> |                          |                                       |                                 |
|---|--------------------------|---------------------------------------|---------------------------------|
| <b>ACTIVITY<br/>(HOURS PER DAY)</b>               | <b>NEVER<br/>0 HOURS</b> | <b>OCCASIONALLY<br/>UP TO 4 HOURS</b> | <b>FREQUENTLY<br/>4-8 HOURS</b> |
| Sitting   |                          |                                       | X                               |
| Walking   |                          |                                       | X                               |
| Standing  |                          |                                       | X                               |
| Bending (neck)                                    |                          |                                       | X                               |
| Bending (waist)                                   |                          |                                       | X                               |
| Squatting   |                          | X                                     |                                 |
| Climbing  | X                        |                                       |                                 |
| Kneeling  |                          | X                                     |                                 |
| Crawling  | X                        |                                       |                                 |
| Twisting (neck)                                   |                          |                                       | X                               |
| Twisting Waist                                    |                          |                                       | X                               |
| Is repetitive use of hand required?               |                          |                                       | X                               |
| Simple Grasping (right hand)                      |                          |                                       | X                               |
| Simple Grasping (left hand)                       |                          |                                       | X                               |
| Power Grasping (right hand)                       |                          | X                                     |                                 |
| Power Grasping (left hand)                        |                          | X                                     |                                 |
| Fine Manipulation (right hand)                    |                          |                                       | X                               |
| Fine Manipulation (left hand)                     |                          |                                       | X                               |
| Pushing & Pulling (right hand)                    |                          | X                                     |                                 |
| Pushing & Pulling (left hand)                     |                          | X                                     |                                 |
| Reaching (above shoulder level)                   |                          | X                                     |                                 |
| Reaching (below shoulder level)                   |                          | X                                     |                                 |

|           | LIFTING          |                                  |                         | CARRYING            |                               |                         |
|-----------|------------------|----------------------------------|-------------------------|---------------------|-------------------------------|-------------------------|
|           | NEVER<br>0 HOURS | OCCASIONALLY<br>UP TO 4<br>HOURS | FREQUENTLY<br>4-8 HOURS | NEVER<br>0<br>HOURS | OCCASIONALLY<br>UP TO 4 HOURS | FREQUENTLY<br>4-8 HOURS |
| 0-10 lbs  |                  | X                                |                         |                     | X                             |                         |
| 11-25 lbs |                  | X                                |                         |                     | X                             |                         |
| 26-50 lbs | X                |                                  |                         | X                   |                               |                         |
| 51-75lbs  | X                |                                  |                         | X                   |                               |                         |
| 76-100lb  | X                |                                  |                         | X                   |                               |                         |

\_\_\_\_\_  
Administrative Assistant II

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Date: 01/18/2018

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