



Job Description

Job Title :	Administrative Assistant
Department:	13 - Administrative
FLSA:	Non-Exempt

Position Overview

This position is responsible administrative functions in a field office environment. Qualified candidates will be required to handle incoming mail and phone calls, directing them to the appropriate responsible party. Candidates will be additionally responsible for Accounts Payable, Accounts Receivable, Job Cost Review, and Payroll review as required.

Job Duties

- Maintaining an organized workspace to ensure all incoming and outgoing communication is representative of BELFOR Practices, Processes and Standards
- Timely creation of new jobs in JD Edwards as required
- Organizing and maintaining an up to date job file for Estimator/General Manager Review
- Using JD Edwards and BCS to maintain vendor list
- Ensure compliance with vendor requirements
- Monthly Reconciliation of AP statements
- Customer file maintenance; digital database and physical file system
- Attend BELFOR sponsored operations and safety training courses as required

Responsibilities

- Managing the front desk functions as they relate to phone calls, visitors and mail distribution
- Accounts Payable: sorting, matching, and scanning invoices and check requests
- Accounts Receivable: receiving payments from customers and depositing funds to appropriate account(s)
- Comprehensive understanding of customer service, principles and practices
- Work under time constraints to meet specific timelines
- Attention to detail and keen sense of safeguarding other people's property and information

Qualifications

- 2+ years general office administration experience
- Strong math and data entry skills
- Construction or insurance industry experience preferred
- Microsoft Office (strong emphasis in Word & Excel)
- Ability to multitask in a fast-paced office environment
- English language literacy & fluency
- Oracle system experience ideal, including JD Edwards
- Multi-line phone system
- Customer Service
- Strong written and verbal communication skills



Physical Demands

- Occasional lifting from 5-40 lbs, unassisted (from 0-15% of the time)
- Sitting for extended periods of time
- Manual dexterity needed for keyboarding and other repetitive tasks
- The ability to bend, crouch, or stand as necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.