

## FastLane Emergency Vehicles - Job Description

### ***RECEPTION/ADMIN ASSISTANT***

Job Title: Reception/Admin Assistant

Position Reports to: President

### **POSITION OVERVIEW**

Hourly position, Part-time, 24-32 hours per week, partially flexible hours.

#### *Role Priorities*

1. Administrative support for the President and manager(s)
2. Data Entry
3. Reception and front desk duties

**Position Summary:** Provides receptionist and administrative assistance to sales and operations of company.

<b>Position Responsibilities</b>		<b>% of Time</b>
Screen incoming calls, respond and redirect as appropriate		20%
Screen incoming mail – redirect, respond and prioritize.		2%
Write and send mail and email correspondence to assist the President and other managers.		5%
Create and maintain files/filing system(s)		10%
<b>Data Entry/Bookkeeping</b>		18%
Assist with Invoices, Purchase Orders and Sales Orders	10%	
Enter vendor bills into QuickBooks	8%	
<b>Administration/Coordination</b>		14%
Enter sales order in QuickBooks and track cost changes	5%	
Generate necessary files and folders on server	2%	
Assemble client project binder	2%	
Generate parts bin labels and admin materials for job	2%	
Assist in obtaining special order parts for each contract	2%	
Generate and track customer survey's after delivery	1%	
Receive and direct visitors		5%
Attend staff meetings, record and distribute action items		5%
Manages client visit experience (coordinate hotels and logistics)		2%
Assist with coordination of tradeshow events & marketing materials		5%
Enter new sales leads and assist sales with sending out new customer contact packets		2%
Maintain and order office supplies.		2%
Organize and maintain conference room and front counter for visits.		2%
Other duties, projects and initiatives as assigned by President, Controller and other managers.		8%

### **Reporting to this position are**

N/A

### **Essential Skills and Experience**

- Strong written and verbal communication skills
- Strong organizational skills
- Ability to work accurately with numbers
- Detail oriented and well organized
- Self-starter
- Ability to manage multiple priorities
- Strong team player
- Ability to maintain discretion and confidentiality
- Experience with Microsoft Office, QuickBooks Accounting Software and basic Windows XP applications.

### **Beneficial Skills and Experience**

- Some data/bookkeeping skills
- Basic Level Accounting Understanding

### **Environmental & Physical Requirements**

- Office environment, climate controlled space.
- Occasional lifting of up to 20 lbs, bending & moving.