JOB DESCRIPTION:

Administrative Assistant

Classification: NON-EXEMPT – Hourly Reports to: Branch Manager

Location: Little Rock, AR

### Summary/Objective

The Administrative Assistant provides support to the Branch Manager by handling business correspondence of multiple types, managing the flow of office administration, supporting other departments at the Branch Manager’s request, and providing other administrative support.

This is a key position playing a critical role in keeping the office a positive, welcoming, and productive environment while interacting with all staff levels at Hi-Speed and with customers and clients.

### Essential Functions

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

* Provides administrative support to ensure efficient operation of office.
* Answers phone calls, schedules meetings and supports visitors.
* Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
* Exhibits polite and professional communication via phone, e-mail, and mail.
* Supports team by performing tasks related to requests for documentation and necessary field equipment.
* Ensures operation of various office equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Work with branch manager to support departments needs for purchasing, scheduling, customer correspondence, etc.
* Generates reports, transcribes minutes from meetings, creates presentations, and conducts research.
* Arrange needed materials, technology and catering for company events and training.
* Working in various company systems to accomplish operating, sales and accounting duties. (CRM, ERP, Scheduling Software, Timekeeping Software, etc.)
* Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
* Contributes to team effort by accomplishing related results as needed.

### Competencies

* Self-motivated, highly organized, and detail-oriented
* Superb time manager and multi-tasker
* Expert proficiency with Microsoft Office (Excel, Word, Outlook)
* Exceptional written and verbal communication skills
* Desire to be proactive and create a positive experience for others

### Work Environment

This job operates in an office setting.

### 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 this job.

While performing the duties of this job, the employee is regularly required to:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.
* Must be able to use office stairs.

### Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday, 8:00 – 5:00.

### Required Education and Experience

* High school diploma or equivalent; some college preferred
* Prior administrative experience creating reports using pivot tables

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.