



## Job Description: Administrative Assistant

Alternative Titles: Secretary

*Revised: February 27, 2019*

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Department/Business Unit: Office

FLSA Classification: Non-Exempt

Timesheet Group: HJC Office

Reports To: Owner/President

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**General Purpose:** To provide general administrative support to the office personnel of HJC Farms Inc. and C4 Fuels LLC.

**Work Schedule:** Office hours are 8:00 a.m. to 5:00 p.m. M-F.

### Responsibilities & Duties

- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Use computers for various applications, such as database management or word processing.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Learn to operate new office technologies as they are developed and implemented.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Prepare responses to correspondence containing routine inquiries.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, special events, and other meetings.
- Prepare conference or event materials, such as flyers or invitations.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives and other company leadership.
- Mail newsletters, promotional material, or other information.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Make copies of correspondence or other printed material.
- File and retrieve corporate documents, records, and reports.
- Complete forms in accordance with company procedures.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Provide clerical support to other departments.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Maintain scheduling and event calendars.
- Arrange conference, meeting, or travel reservations for office personnel.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Attend meetings to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Work within company policy as outlined in the HJC Farms Employee Handbook and in compliment with the HJC Farms Human Resources Policy Manual, HJC Farms Safety Manual and OSHA Safety rules
- Perform other duties as assigned

### Required Education

- High school diploma or GED equivalent

**Required Experience**

- Six (6) months of administrative or clerical experience in an office setting

**Required Skills/Licenses/Certifications**

- Driver's license
- Basic to intermediate level Microsoft Office skills (Word, Excel, PowerPoint)
- Time management, organization and prioritizing skills
- Problem solving skills
- Excellent written and verbal communication skills
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

**Supervisory Responsibility**

- This position does not have any supervisory responsibility

**Physical Demands & Working Conditions**

The primary physical demand characteristic of the position is classified as Sedentary. Exposure to environmental conditions includes extreme heat and cold, temperature changes, moisture and humidity, construction noises, vibrations and hazards.

- The constant physical demands of the position are sitting, grasping, feeling, talking, hearing, repetitive motions, and eye/hand/foot coordination.
- The frequent physical demands of the position are reaching and handling.
- The occasional physical demands of the position are standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, and crouching.

**Travel Requirement**

- This position requires occasional over-the-road travel.

**Required Personal Protective Equipment**

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41), reflective vest, shirt, or pant cuffs (for nighttime work), and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure. Other personal protective equipment may be required for specific projects and/or clients.

**Equal Opportunity Statement**

HJC Farms is an equal opportunity employer. HJC Farms strives to recruit and employ the most qualified personnel and provide equal opportunities for advancement, including promotion and training, without regard to race, color, religion, gender, national origin, sexual orientation, citizenship status, veteran status, and, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local laws. HJC Farms is committed to a workplace free from harassment, intimidation, and coercion at all sites and in all facilities where employees are assigned.

**Candidate/Employee Review Acknowledgement**

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. This Job Description does not constitute a contract of employment.

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Candidate/Employee Signature

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Date

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Printed Name