



TRANSIT ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

Performs administrative and office support activities at an asphalt plant in Jackson. Duties include fielding telephone calls, data entry, processing purchase orders, typing correspondence, filing, and other administrative duties as needed.

This position is in a general work area at the asphalt plant and not in a corporate office environment.

ESSENTIAL JOB FUNCTIONS:

- Receive Jackson deliveries daily
- Create Purchase Orders for department
- Type correspondence as needed

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- Six months experience in an office/construction environment.
- Microsoft Excel – Accurately manipulate MS Excel
- Computer literate. Able to adapt to different software applications with training
- Microsoft Word – Accurately manipulate MS Word

PHYSICAL REQUIREMENTS:

- Sitting for 80-90% of the workday.
- This position requires the ability to walk, bend, stand and reach frequently.
- Lift/Carry items up to 25 pounds.
- Pushing/Pulling items up to 25 pounds.
- Fine motor skills adequate for utilizing office equipment such as facsimile machines, copiers, and computer keyboards
- Hear/Execute clear speech, in person and over the telephone.