



JOB DESCRIPTION

Position Title: **Administrative Assistant**

Reports To: Plant Manager

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT. We commit to work together fairly and safely, holding these values for the common good."

Major Responsibilities:

- Manage the front lobby/desk, greet all walk-in guests, answer the phone, and direct calls.
- Administer delivery tickets for exiting loads.
- Certain human resources tasks are assigned by management.
- Communicate with the proper department supervisor about personnel-related issues.
- Assist the Accounting Department with payroll processing and accounting-related tasks.
- Ensure all assigned office accounting functions are completed accurately, timely, and orderly.
- Communicate with the Staff Accountant on accounting-related issues.
- Incoming and outgoing mail management.
- Understand and comply with Company policies and procedures and all government regulations pertaining to the position.
- Assist all department heads as needed.

Specific Duties:

- Daily entry of inventory receipts.
- Enter all supplier invoices in a timely manner.
- Preparation of time records for payroll, including data verification and proofing before distribution.
- Assist in reviewing/completing the New Hire Packet and New Employee Orientation Program with new employees.
- Set up meetings at the direction of management.
- Assist in maintaining stock items for the breakroom and office.
- Other duties or special projects as assigned by management.

Job Requirements

2+ years of experience in accounting/bookkeeping, Human Resources, and/or Dispatch/Logistics is required. A combination of these may also be considered. Qualified applicants should apply online at www.dunnutility.com/careers.