**Liberty Storage Solutions**

**Administrative Assistant Job Description**

**Job Title:** Administrative Assistant

**Department:** Operations

**Reports to:** Director of Operations

**Direct Report for:** N/A

**Collaborates with:** Director of Operations, Plant Management, Human Resources, Finance, Purchasing

**FLSA Status:** Exempt, Administrative

**Position Summary:** The core duties and responsibilities of an Administrative Assistant revolve around supporting others. This person provides administrative support to ensure the efficient operation of the Manufacturing office. Their job duties can vary widely, on any given day, they may perform a variety of tasks.

**Attitude/Posture:**

* A keen eye for detail and a results-driven approach
* Responsible, trustworthy, use of discretion
* Excellent organizational, reporting, planning, and administrative writing skills
* Prioritization and problem solving
* Managing processes and analyzing information
* Excellent communication skills
* Professionalism
* Supply management and inventory control
* Proficient in Google Docs, Sheets, Drive, Gmail

**Essential Duties and Responsibilities:**

* Gather, organize, and report on Operational and Manufacturing data
* Write and edit documents from letters to reports and instructional documents
* Take meeting notes and organize them into actionable items for follow-up
* Create and maintain filing systems, both electronic and physical
* Complete operational requirements by scheduling and assigning administrative projects and expediting work results
* Provide information by answering questions and requests
* Work closely with Plant Management and Human Resources on hiring processes, change of status, and incident reporting
* Create pay sheets and compiles weekly pay information to submit to Payroll Department

**Education/Experience:** High School Diploma/GED

**Supervisory Responsibilities:** None

**Work Environment:**

The work environment for employees will take place primarily inside a climate-controlled office setting. Employees can expect to experience moderate levels of noise that is typically associated with a busy office environment.

**Physical Demands:**

* Prolonged periods sitting at a desk and working on a computer.
* May be required to stand or walk for extended periods of time.
* May occasionally be required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl.
* Must be able to lift up to 15 pounds at times.

**Benefits:**

● Subsidized Health Coverage

● Flexible Spending Account (FSA) or Health Savings Accounts (HSA) ● 2% matching funds to employee’s 401(k)

● Digital learning and career development opportunities

● Employee assistance programs

● Access to professional counselors

● Employee Discount Marketplace

● Complimentary Life Insurance Policy

● Employee discounts

● Regular company meals and events

● Complimentary beverages and snacks at the home office

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.