

THE MONARCH CEMENT COMPANY

Job Description

Office Clerk

REPORTS TO: Office Manager

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of the position and are not intended to be all inclusive.

JOB SUMMARY (This is a Non-Exempt Position)

This position is the assistant to the Office Manager and provides support assistance to organize and coordinate office operations along with aiding other department operations and procedures, at the direction of the Office Manager, in order to ensure organizational effectiveness, efficiency, and safety. A person in this position must be professionally presentable, have a pleasant personality, and be comfortable interacting with all types of individuals. This is a position where a high degree of confidentiality and integrity is a must.

ESSENTIAL FUNCTIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently
- Be exceedingly well organized, flexible and enjoy administrative challenges
- Set priorities, plan and organize tasks
- Maintain confidentiality and discretion
- Pay attention to detail
- Communicate effectively both orally and in writing
- Adhere to Company policies and procedures
- Mail machine duties and tasks along with picking up, sorting and distributing mail
- Maintain the Company's door access system
- Work effectively and efficiently with computers and computer software
- Hands on experience of office equipment with the ability to fix minor issues
- Maintain supplies for office equipment
- Maintain historical records, scrapbooks and newspaper articles about the company
- Maintain main office kitchen and kitchen supplies
- Maintain office supply closet and cabinets; cleaned, stocked and maintained
- Provide administrative and clerical support as needed
- Filing as needed
- Assist all departments on projects as may be needed
- Relief Switchboard Operator
- Adheres to safety requirements and procedures, and wearing of required safety equipment and clothing
- Help set up, take down and clean up during and after special events
- Run errands as directed by the Office Manager
- Other duties as assigned

COMPETENCIES

- Professionalism
- Flexibility
- Problem solving
- Interpersonal skills
- Oral and written communication
- Teamwork

- Motivation and initiative
- Safety and security
- Adaptability
- Attendance and punctuality
- Ethical conduct and integrity
- Practical thinking
- Consistency and Reliability
- Personal effectiveness/credibility
- Detail oriented

This position **has no** supervision responsibilities.

EDUCATION AND EXPERIENCE REQUIRED

Basic Required Education and Experience:

- Education and experience that will allow the successful performance and completion of the duties required in this position
- Ability to pass all required testing and entry level requirements of the Monarch Cement Company
- Valid driver's license along with the ability to operate a personal or company vehicle
- The ability to speak and effectively communicate with staff, other employees, visitors and/or customers in English
- Ability to work with minimal supervision
- Excellent time management skills and ability to multi-task and prioritize work
- Handle stress and be able to deal with a wide variety of people on various issues
- Good attitude, willing to perform other duties as assigned throughout the office
- Be able to use a switchboard effectively
- Experience operating office equipment and minor maintenance
- Basic computer knowledge
- Effective written and oral communication

Additional Preferred Eligibility Qualifications:

- Secondary education
- Work Keys
- Several years of experience in a similar role
- Knowledge of office management systems and procedures
- Computer skills (Word, Excel, PowerPoint) - Graphic Design software skills are a plus
- Bi-lingual is a plus
- Proficient in phone communication skills.
- Proficient in the use of office systems and other related equipment - Graphic Art skills are a plus

AA/EEO Statement:

As a federal subcontractor, the Company shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a); and 29 CFR Part 471, Appendix A to Subpart A incorporate herein reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other protected class covered under federal or state law. The regulations also protect applicants and employees from discrimination for inquiring about, disclosing or discussing pay information. Moreover, if applicable, these regulations require covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Other Duties:

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

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. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics are representative of those an employee may encounter while performing the essential functions of this job. A significant amount of time will be spent indoors in a quiet office atmosphere.

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: sit, stand and walk; use hands, fingers and arms; as well as, to speak and hear efficiently and effectively. An employee may occasionally be required to stoop, kneel, crouch, climb, bend or crawl.

While performing the duties of this job, the employee is regularly required to do some lifting of supplies and materials from time to time.

- Exert up to 25 pounds of force occasionally, and/or
- Up to 10 pounds of force frequently, and/or
- A negligible amount of force constantly to move objects

Position Type/Expected Hours of Work:

This is a full-time position. Standard days and hours of work are Monday – Friday 8:00am to 5:00pm.

Travel:

Some travel to the plant, post office and other local locations may be required.

Signatures:

This job description has been approved by all levels of management.

_____ Date: _____
Office Manager

_____ Date: _____
Corporate Director of Human Resources

_____ Date: _____
Corporate Director of Safety

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

_____ Date: _____
Employee