



Job Description

JOB TITLE: Receptionist/Administrative Assistant
DEPARTMENT: Administration
JOB REPORTS TO: General Manager
DATE PREPARED: September 2, 2010

OVERVIEW

Performs reception and administrative support services for Mine Radio Systems Inc.

MAJOR RESPONSIBILITIES

Reception and Administrative Support Services

- Performs reception services acting as first point of contact, answering incoming calls, transferring to appropriate staff, taking/distributing messages, greeting visitors, handling requests for information and directing visitors to appropriate locations
- Prints and distributes incoming faxes to staff and, as requested, sends faxes
- Picks up mail and parcels, sorts and distributes incoming mail for staff, runs outgoing mail through postage meter and delivers to Post Office
- Seals and prepares envelopes for Accounts Payable
- Delivers documents to the bank, as required
- Files purchase orders when goods are received, matches invoices to purchase orders verifying quantity and pricing and, as necessary, calls vendor relating to discrepancies
- Maintains office supplies placing orders, purchasing, receiving orders and stocking shelves
- Maintains petty cash itemizing accounting of funds spent and received
- Formats and prints serialized and non-serialized labels for products and affixes labels to batteries and radio products
- Photocopies and scans documents for staff, as required
- Prints and binds documents
- Maintains office equipment such as photocopier, fax and postage machine ensuring in good working order and arranging for repairs, as necessary
- Prints forms for production staff
- Signs out software and ensures the return of such software
- Maintains supplier filing and assists with year end filing
- Provides client service to internal staff and customers responding to specific requests for information such as organizing information, arranging for repairs, answering telephone, calls, greeting visitors, etc.



- Makes decisions within established instructions and refers others to the General Manager

Management

- None

Finance

- Maintains petty cash and inputs financial data into spreadsheets

Other

- Complies with the company's vision, ISO 9001 fundamentals, policies and procedures
- Performs other tasks as assigned by management

SKILLS

- High School completion and a minimum of two years' related experience or equivalent combination of education and experience
- Knowledge of office administration 'best' practices
- Knowledge of MS Office (Word, Excel, PowerPoint and Outlook), SAP, Codesoft Label program an asset
- Good communication skills to deal effectively with employees within all departments, as well as with customers and suppliers to provide information
- Ability to operate a computer, related software and a telephone (70% of the time), as well as a fax, photocopier, printer, calculator, postage machine, scanner and binding machine
- Problem solving skills to use well-established procedures to provide reception and administrative support services, as well as to resolve discrepancies on invoices and product orders
- Versatile skills required to adapt to a variety of tasks and situations in order to perform the duties of the job

EFFORT

- Concentration and creativity required daily using sight, hearing and touch to operate a computer, answer the telephone, refer callers, keyboard, enter data, answer inquiries, format/design labels, match/verify numbers, proofread text and figures, file documents, etc.
- Sits at a desk (70% of the time), walks and lifts (occasionally) to perform the duties of the job

WORKING CONDITIONS

- Works in a pleasant open office environment (100% of the time)
- Some exposure to deadlines, multiple demands and distractions/interruptions
- Little exposure to hazards



Approved by:

Date:

This job profile outlines the general nature of the job and the level of Skill, Effort, Responsibility and Working Conditions required in order to perform this job at Mine Radio System Inc.