



JOB DESCRIPTION

Job Title: Administrative Manager

Position #: MG3004

Position Type: Corporate Operations Corporate/Operations

FLSA Status: Exempt (Salaried) Non-Exempt (Hourly)

Business Unit: _____

Reports To: Location or Business Unit Manager

JOB SUMMARY:

Accountable for providing leadership, coaching, and training of personnel within the administrative area; and to achieve goals and objectives set forth by the Company.

ESSENTIAL FUNCTIONS:

- Supervise, assist, and coordinate various activities of employees to ensure completeness, accuracy, and timeliness.
- General Ledger and sales reconciliation of day end and month end reports, and reconciling accrual accounts.
- General office reconciliation report, reconciling AP, AR, and cash.
- Assist with purchasing activities and computer maintenance operations.
- Ensure adherence to internal control procedures, and assist with internal and external audits.
- Assist in developing key budgets and business plans for the location.
- Supervise, assist, and coordinate activities of employees involved in preparing accounting reports, posting accounts receivable and accounts payable, purchase orders, and various reports.
- Manage the human resource functions, i.e., recruiting, training, orientation, compensation, safety, workers' compensation, and Equal Employment Opportunity.
- Manage payroll functions, including entering, approving, and reconciling employee hours.
- Prepare management reports; initiates cost reduction programs; evaluates office production; revises procedures/forms to improve efficiency.
- Assist location management with analyzing monthly/yearly financials and expense distribution.
- May act as the location's computer systems manager, responsible for the maintenance and upkeep of new software programs, computer security, and computer training of employees.
- May act as the location's credit manager with responsibility for accounts receivable.
- May assist with tracking, entering, and reconciling commissions and incentives.
- May assist with customer sales and service.
- Work closely with other management team members and assist them with reports and other administrative duties.
- Demonstrate a commitment to the quality improvement process and the philosophy of continuous improvement; identify and respond actively and with sensitivity to the needs of all customers; participate as a team player in all phases of the organization; and is open and responsive to change.
- Personally provide customers with knowledgeable, courteous, and prompt service at all times.

- Comply with all Company policies and procedures.
- Adhere to the Company's safety standards and enforce safety regulations.
- Other duties as assigned.

QUALIFICATIONS:

Education and/or Experience – Bachelor's degree in related field preferred and at least 5 years of related experience; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures, financial reports, legal documents, and governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and to the general public.

Ability to read and comprehend instructions, correspondence and memos.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to compute rate, ratio and percentages.

Ability to compute rate, ratio and percentages, discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and Licenses – None required for this job.

Other Skills and Abilities – Ability to manage (coach) subordinates.

Knowledge of word processing, spreadsheet and email software.

Requires use of tact to avoid conflict in carrying out assignments, as well as exercising continuous judgment.

SUPERVISORY RESPONSIBILITIES:

Supervise administrative employees. May also supervise credit department and human resources employees.

The following duties apply to supervisory role (check all that apply).

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Conduct interviews | <input checked="" type="checkbox"/> Assist in promotion decisions | <input checked="" type="checkbox"/> Recommend disciplinary action |
| <input checked="" type="checkbox"/> Assist in hiring decisions | <input checked="" type="checkbox"/> Make promotion decisions | <input checked="" type="checkbox"/> Assist in termination decisions |
| <input checked="" type="checkbox"/> Make hiring decisions | <input checked="" type="checkbox"/> Assist in performance reviews | <input checked="" type="checkbox"/> Make termination decisions |
| <input checked="" type="checkbox"/> Approve vacation & leaves | <input checked="" type="checkbox"/> Conduct performance reviews | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Review work performed | <input checked="" type="checkbox"/> Take direct disciplinary action | <input type="checkbox"/> Other: |
| <input checked="" type="checkbox"/> Develop work assignments/schedules | | |

PHYSICAL JOB FUNCTIONS:

Average Hours per Week: 40 hrs

Shift: Day

Overnight Travel Required: Seldom (1-5%)

The following information is intended to describe the physical and environmental factors associated with this position, as well as to provide specific information regarding these factors. Variations in conditions may occur under certain circumstances. The physical demands of these factors are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a list of the type of office machines, tools, or equipment that must be operated to complete the essential functions of the job and the frequency of use:

| Office Machines: | Seldom (1-5%) | Occasionally (6-33%) | Frequently (34-66%) | Continuously (67-100%) |
|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Computer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Copier | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fax Machine | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Postage Machine | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Printer | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Scanner | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Telephone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10-Key Calculator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2-Way Radio | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Tools: | Seldom (1-5%) | Occasionally (6-33%) | Frequently (34-66%) | Continuously (67-100%) |
|---------------|--------------------------|--------------------------|--------------------------|---------------------------|
| Air Tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Generator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ladder | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Power Tools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Scaffolding | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelbarrow | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Equipment: | Seldom (1-5%) | Occasionally (6-33%) | Frequently (34-66%) | Continuously (67-100%) |
|-----------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| Backhoe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bulldozer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Compactor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crane Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Curb Machine | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Door & Jamb Machine | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dump Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Excavator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Finisher (Concrete) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Man Lift | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mixers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strapper/Bander | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tractor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tractor Trailer (Semi) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trencher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trucks (Single, 2 & 3 Axle) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Truss/Component Machine | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Protective Clothing Required: Yes (please describe) No

Describe: _____

During a normal work day, you may be required to:

| | Seldom (1-5%) | Occasionally (6-33%) | Frequently (34-66%) | Continuously (67-100%) |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Bend | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouch | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Drive | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift - Up to 10 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift - Up to 20 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift - Up to 35 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift - Up to 50 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift - Up to 75 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach above shoulders | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stoop | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Describe lifting, carrying and climbing requirements: Lift boxes onto desk, climb stairs

Repetitive use of hands would be for:

Simple Grasping Normal Weight: 1-5 lbs Frequency: 34-66%
(Example: steering wheel, grabbing material, telephone, gearshift, etc)

Pushing & Pulling Normal Weight: 5-20 lbs Frequency: 34-66%
(Example: pushing brooms, scrapers or trowels, wheelbarrow and material, etc)

Fine Manipulation Frequency: 34-66%
(Example: operating controls on equipment and/or machinery, etc)

Repetitive use of foot or feet in operating machine controls:

Describe: _____

Sensory Requirements: (Please check if sensory stimuli are necessary to complete the essential job functions.)

Speech: Essential to talk with customers, vendors, co-workers, or others in person, on telephone, or on radio.

Vision: Essential to avoid moving equipment, manipulate equipment and documents.

Smell: Essential for awareness of fuel leaks and fire.

Touch: Essential because of hot machinery and equipment.

Hearing: Essential to communicate on telephone or radio with customers, vendors, or co-workers.

Environmental Factors:

This job requires exposure to the following environmental conditions in an average 8-hour workday.

1. **Time spent inside** 100% **Time spent outside** 0%

Note: This person may work the entire 8-hour day inside the office or outside, depending on the tasks that need to be done.

2. **Atmosphere:** fumes odors dust gas mists poor ventilation
(Examples – saw dust, dirt, diesel fumes from forklifts and trucks)
3. **Noise:** very quiet quiet moderate loud very loud
4. **Hazards:** mechanical electrical burns chemical
flammable explosives other _____

Employee: _____ Date: _____

Supervisor: _____ Date: _____