

Tri-Hurst Construction

Administrative Assistant Responsibilities

Revision Date: July 6, 2022

General Duties

- Answer phone and Greet Customers & Walk-ins
- Provides support functions such as typing letters, copying, binding, e-mailing, filing, printing plans, etc.
- Post Office/ Bank Deposits as required
- Track and Order Office Supplies & Marketing Material
- Track and Balance Petty Cash
- AR rental invoices
- Assist other office staff as needed.

Subcontractors

- Send Thank You Letters to Subcontractors and Suppliers after Completed contracts
- Send Tax Exempt Forms to Subcontracts/ Suppliers when applicable for contracts

Daily

- Accounts Payable
- Vendor set-up

Weekly

- Weekly Job Cost Reports
- Weekly Labor Reports
- Weekly equipment job costing reports

Monthly

- Employee birthdays
- Credit card reconciliations for
Zions Visa
American Express
Wex

Annual

- Order/send Thanksgiving cards & Christmas gifts

Project Startup

Project Closeout

- Assure all lien waivers are collected.
- Write thank you letters to clients, subs, suppliers, others as appropriate.

Guidelines

- This position has the authority to make decisions and create results within the scope outlined.
- Proposals for the expenditure of all funds will be made with careful consideration to need, cash availability, and overall company health and productivity.

Resources

- Consults with CFO on a daily basis.
- Access to company offices, office equipment, electronic and physical files.
- Access to company vehicle as needs require.

Accountability

- Reports directly to the CFO.
- Participates in a personal performance evaluation interview on a quarterly basis.

The following criteria will be used to ascertain if performance is up to par with expectations:

- Tri-Hurst Objectives are at the core of daily activities and are the basis of every decision and in the analysis of all outcomes. (Honor, Excel, Develop, Profit)
- Data entry into accounting software is accurate and efficient.
- Produces timely and accurate payables reports and spreadsheets.
- Produces job costing and payroll reports in an accurate and timely manner.
- Company filing and record management procedures are in place and effective.
- Effectively manages all duties regarding AP.
- Takes advantage of all vendor discounts where possible.
- Office operates smoothly; all communications are professional.

Consequences

- Regular compensation is based on employee's skills, knowledge, aptitude and contribution to the productivity of the company combined with the need to remain competitive in the marketplace.
- Personal Initiative Program bonus payment on a quarterly basis is directly tied to individual and company financial performance.
- Failure to comply with company policies and/or fulfill the expectations of this position will result in disciplinary measures outlined in the company progressive discipline policy.