

# HM Repairs – Office – Virtual Assistant

## Position Overview

**Reports To: Office Manager**

**Part time position | 60-65 hours per month | Must be available Monday – Friday and begin time sensitive task in the early business morning hours (example 8am-11am) | \$18-\$20 | Opportunity to increase hours and responsibilities possible.**

## Position Description

Remotely supports the administrative tasks of the company.

## Accountabilities

- **TIMESHEET REVIEW (67%)**
  - Review daily punches for techs and update when needed.
  - Create and update daily- the monthly tech job spreadsheet.
  - Service Order review and spreadsheet maintenance to make sure repairs are accurate.
  - Create weekly spreadsheet for Office Manager to complete payroll.
- **INVOICE EMAIL SORTING (33%)**
  - Check invoice email account and save attachments to corresponding files in SharePoint.
  - Save emails and empty inbox.

## Impacts

- Consistent and timely disbursement of invoices.
- Consistent, accurate, and regularly updated clocked time for techs & tech needed list to ensure prompt/accurate paperwork completion by techs.
- Contributes to service orders getting billed to customers in a timelier fashion.
- Contributes to increasing workflow efficiency.

## Required Competencies

- Displayed competency with Microsoft including Outlook, SharePoint, Teams, Excel, and Word, efficiency with navigating a variety of common software products, and knowledge of common keyboard and mouse short-cuts and efficient typing speed.
- Trustworthy character that is accountable for all clocked time.
- Ability to pivot tasks as necessary.
- Able to communicate during regular business hours.
- Must pass a drug test.
- Background Check

## Preferred Competencies

- Displayed competency in written communications and ability to type at least 30 wpm.
- Truck/farm experience