



Thurston[™] Manufacturing Company



PURPOSE

This job description explains the role of the Office Assistant. It is one of a series of job descriptions for various positions at Thurston Manufacturing.

Each of these descriptions highlights basic functions, reporting relationships, level of authority delegated, major responsibilities, and measures of performance.

BASIC FUNCTION

The Office Assistant will be the primary operator of our phone system and is the first in line for answering inbound calls and directing them to the appropriate party.

As phones will not keep this person busy 100 percent of the time, this person will also be responsible for assisting in several other areas of the office. These duties will include but not necessarily be limited to, helping to process work orders (data entry), filling out and processing various HR and employee related paperwork, filing, scanning, copying and other duties as assigned.

This person will be a self starter and will seek out tasks to complete when not busy working on other productive projects. This job requires a strong work ethic, the ability to be trusted with confidential information, an aptitude for computers and various software, and the ability to multi-task and work efficiently with multiple interruptions and changes in work priorities.

REPORTING RELATIONSHIP

The Office Assistant reports directly to the Chief Operating Officer, but will be working under the direction and direct supervision of several company managers depending on the project he / she is working on at the time.