

## Biodiesel Consolidated Job Description

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Title:** Executive Administrative Assistant **FLSA:** Exempt  
**Date:** May 2008 **Reports To:** President & CEO

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### PURPOSE OF POSITION

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and administrative and business detail by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Oversees reception area, greets guests, and answers and screens telephone calls

Orders and maintains office supplies, working within defined budget

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by the company

Composes and types routine correspondence

Organizes and maintains file system, and files correspondence and other records

Makes copies of correspondence or other printed materials

Prepares outgoing mail and correspondence, including e-mail and faxes

Establishes and documents testing protocols

Performs Human Resource duties as directed

Assists bookkeeper with daily bookkeeping as needed

Coordinates managers' schedules, meetings, conferences and travel

Prepares coffee and refreshments as directed

Arrives at work and scheduled appointments on time and ensures that work responsibilities are covered when absent

Works safely at all times and participates in safety training

Performs other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; Collects and researches data.

**Problem Solving** - Gathers and analyzes information skillfully; Develops alternative solutions.

**Technical Skills** - Strives to continuously build knowledge and skills; Shares expertise with others.

**Oral Communication** - Listens and gets clarification; Responds well to questions.

**Written Communication** - Presents numerical data effectively; Able to read and interpret written information

**Teamwork** - Contributes to building a positive team spirit; Puts success of team above own interests.

**Quality Management** - Demonstrates accuracy and thoroughness.

**Quantity** - Meets productivity standards; Completes work in timely manner.

**Safety and Security** - Observes safety and security procedures.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions.

**Initiative** - Asks for and offers help when needed.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); plus Bachelor Degree or Associate Degree; two years related experience and/or training, or equivalent combination of education and experience.

### **LANGUAGE ABILITY**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **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 percent and to draw and interpret bar graphs.

**COGNITIVE DEMANDS**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS**

To perform this job successfully, an individual should have knowledge of Microsoft Windows, Excel or Lotus 1-2-3 Spreadsheet software and Microsoft Word or WordPerfect Word Processing software.

**PHYSICAL DEMANDS**

*The physical demands described here 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.*

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms and climb steps, stairs or ladders or balance. The employee must occasionally lift and/or move up to 28 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**ENVIRONMENTAL ADAPTABILITY**

The noise level in the work environment is usually moderate. This position may occasionally require that an employee wear personal protective equipment such as a helmet, safety glasses, safety shoes, gloves or a respirator.

**ACKNOWLEDGEMENT**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Biodiesel Consolidated reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Biodiesel Consolidated I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and Biodiesel Consolidated has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Biodiesel Consolidated is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Biodiesel Consolidated will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Biodiesel Consolidated.