

Job Title: Office Assistant	Department: Human Resources
Location: Corporate Offices, Tulsa, OK.	Reports to: Director of Human Resources
FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Expected Work Hours: 8am-5pm, Mon-Fri, <i>(hours vary with work needs)</i>
Wage Status: <input type="checkbox"/> Salaried <input checked="" type="checkbox"/> Hourly	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
Tax Status: <input checked="" type="checkbox"/> W2 <input type="checkbox"/> 1099	

GENERAL POSITION OBJECTIVE

The objective of the Office Assistant is to provide clerical, reception and office support.

POSITION DUTIES

- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Sort and distribute incoming mail and prepare outgoing mail
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stock of office supplies and reorder when necessary
- Monitor coffee, tea, and kitchen supplies and reorder when necessary
- Light office upkeep (keeping conference room, mail area, and supply closet clean and stocked, watering plants, stocking coffee/wellness snacks, etc.)
- Plan and implement corporate parties and gatherings.
- Assist with recruiting
- Data Entry
- Expense reports for travel
- Book hotels and car rentals
- Input trip information into Consultants' Calendar and Tripit
- Other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES, AND EQUIPMENT USED

KNOWLEDGE & SKILLS

- Medium to expert level skills in Microsoft Office software programs such as: Word, Excel, and Outlook.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management — Managing one's own time and the time of others.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

ABILITIES

- Be able to demonstrate a high level of customer service, professionalism and pro-active decision making as a primary contact point for the company.
- Physical requirements of this position can include but are not limited to: the ability to lift up to 25 pounds without assistance, moving objects in a general office setting, standing, climbing, bending, and other repetitive motions.
- Required use of office equipment can include but is not limited to: copier, shredder, scanner, phone, mouse, keyboard, computer, and multi-function printers.

MINIMUM EDUCATION, CERTIFICATION, & LICENSURE QUALIFICATIONS

- Requires a high school diploma or GED
- Must successfully complete a computer knowledge examination and a background check.

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- Multitask and adhere to deadlines in a fast-paced environment.
- Maintain effective, collaborative working relationships with a range of people at all levels in the organization.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

PERFORMANCE BEHAVIOR COMPETENCIES

The following list describes the performance behaviors necessary to meet the minimum requirements.

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| • Integrity | • Attention to detail |
| • Dependability | • Initiative |
| • Cooperation | • Self-control |
| • Results driven | • Analytical thinking |
| • Adaptability | • Flexibility |
| • Innovation | • Professionalism |
| • Creative conceptualization | • Strategic agility |
| • Developer/multiplier | • Collaboration |

MINIMUM EDUCATION, CERTIFICATION, & LICENSURE QUALIFICATIONS

Requires a high school diploma or GED required and 2 years' experience in an administrative position is highly preferred. Must successfully complete a computer knowledge examination and a background check.

Note: Nothing in this job description restricts management's sole right to assign or reassign duties and responsibilities to this job at any time.