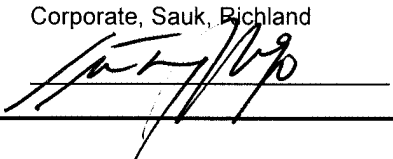


ADMINISTRATIVE ASSISTANT

VARC, Inc.

Reports to: Director of Human Resources (C) Department: Administrative
 General Manager (S & R)
Classification: Non-Exempt Division: Corporate, Sauk, Richland
Date: January 5, 2009 Approved: 

JOB SUMMARY:

Directed and supervised by the Director of Human Resources, the Administrative Assistant(s) is responsible for performing reception duties, assisting administrative staff by performing a variety of secretarial functions, and other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Answers telephone; screens and transfers calls to appropriate persons; takes and records messages; routinely checks the general mailbox.
2. Greets, assists, and directs visitors in a professional manner; offers and serves refreshments.
3. Monitors communications with VARC route drivers and relays to appropriate staff during emergency and non-emergency situations.
4. Responsible for telephone system and training of telephone services. Responsible for maintaining all telephone directories (written and electronic).
5. Maintains meeting room calendars, staff calendar, and schedules company car use.
6. Maintains physical appearance of conference rooms, lobby, general purpose room, and surrounding areas. Insures all items are stocked.
7. Type's correspondence, administrative documents, client-related documents, quotations/production documents and other documents as needed.
8. Checks and distributes faxes at least three times each day.
9. Maintains list and mails birthday cards to individuals prior to birthday.
10. Assists with HR functions including background checks, processing of new hires, file maintenance.
11. Assists with planning and serving luncheons/dinners for committees, staff meetings, and tours.
12. Assists Accounting Department by preparing and depositing daily deposits.
13. Assists with accounting functions including entering payroll data and job card entry.
14. Orders all cards and flowers for special occasions.
15. Sorts and distributes mail daily.
16. Assists with the maintenance of all client files (includes maintenance of file books, filing new client information, and purging old information in to history files).
17. Accepts other duties as assigned.

ESSENTIAL SKILLS:

1. Ability to speak clearly and act professionally to all internal and external customers.
2. Ability to maintain confidentiality.
3. Ability to read, write, and perform mathematical functions.
4. Must possess excellent writing and oral communication skills.

RELATED JOB FUNCTIONS:

1. Understand general functions of all departments in all divisions and know who is responsible for key functions in each department.
2. As the first point of contact, promote VARC in a positive and professional manner.

POSITION REQUIREMENTS:

1. Dress and groom should be professional every day.
2. Maintain confidentiality regarding all areas of business, employee, and client data.

QUALIFICATIONS:

High school diploma or equivalent; two years of related work experience; and proficiency in computer applications including word processing, spreadsheet, and database; and the skills to perform the essential functions of the position.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature Date

Supervisor Signature Date