

## Levinge Freight Lines

Job Title: Administrative Assistant	Hours: 8 a.m. - 5:00 p.m.
Department: Accounting	Job Grade: Non-Exempt
Revision Date: 5/26/2008	F/T or P/T: Full Time
Employee:	

### Position Overview

This position requires flexibility and the desire to work on various tasks throughout a given day. This role requires the individual to be proactive, disciplined, and organized in order to manage numerous activities. This individual will report directly to the Manager of Accounting and Administrative Services.

### Essential Job Functions and Priority

- Assisting with Splitting of bills (Prepare bills for mail)
- Assist with Filing as needed
- Answer incoming calls and route to correct area of service
- Posting to Accounts Receivable system
- Obtain Proof of Delivery as required
- Serve as primary back up to Safety Clerk
- Serve as primary back up to Check-In Clerk
- Assisting Management with various assigned tasks
- Acting as additional support for related entities

### Requirements

- Follow instruction and direction from the Manager of Accounting and Administrative Services
- Positive Attitude
- Organizational Skills
- Ability to work with others in a team environment
- Basic computer skills (Internet, MS Work, and MS Excel)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.