

# Levinge Freight Lines

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

## Position Overview

This position requires a detailed oriented individual with strong organizational and interpersonal skills. This individual is responsible for maintaining driver logs via the computer. This position does not require any prior experience in Safety or the Transportation Industry; however, strong computer skills are a must.

## Essential Job Functions and Priority

- Responsible for maintaining driver logs
- Prepare and maintain driver qualification files
- Assist Safety Manager with updating equipment and employee expiration reports
- Assist with collection and maintenance of contractor monthly maintenance reports
- Answering telephones as needed
- Assist with filing and other office duties
- Project work as needed

## Requirements

- Strong computer skills
- Positive Attitude
- Good Organizational Skills
- Ability to work with others in a team environment
- Desire to learn and willingness to be flexible with assigned job tasks

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.