



ADMINISTRATOR / RECEPTIONIST JOB DESCRIPTION

Administrator Job Responsibilities include but are not limited to:

- Set up jobs in CE
- Monitor credit approval as required (run DNB and check payment history in CE)
- Create Electronic and Hard Folder
- Process Reminders every month
- Prep Contract jobs before being sent to contract admin
- Issue POs
- Enter PO receipts and upload pick tickets to POs
- Request missing invoices and packing slips from vendors
- Process reports when returned from inspection superintendent (make sure all information is on report and that all report types are turned in)
- Invoice jobs in CE
- Send out invoices to customers
- Scan paperwork to put in Electronic folder
- Filing
- Backflow reporting to cities and jurisdictions (portals, email, mail original)
- Inspector BF license maintenance in portals / cities
- Issue credits
- Customer service issues on invoices
- Research issues with POs from Accounts Payable
- Research issues from Collections
- Research & Verify under/over or duplicate payments and report back to accounting
- Update billing notes in CE weekly

Reports:

- Run monthly billing reports and give to Managers as needed; also send full report at end of month to Managers and Partners
- Run active report for meetings
- Run active/inactive report once a week to make sure it is clean
- Run Unposted Freeform and AIA report 2x a month to make sure it is cleaned up
- Go over liens / notices report with Managers and make sure owner info is in CE for liens and notices to be sent.
- Run job cost detail report for Managers, if needed
- Run PO status report to see which pick tickets have not been received from field
- Run committed cost report to investigate and clean up old cost on jobs



Receptionist Job Responsibilities include but are not limited to:

- Greet all visitors courteously, determine their needs, check appointment, and direct them to proper person
- Operate a centralized telephone console to relay incoming, outgoing, and interoffice calls
- Respond appropriately to requests for information
- Maintain a list of employees' names, room locations, and telephone extensions
- Sort, distribute, and deliver faxes, mail, paychecks, and other documents
- Package and process mailings and shipments for USPS, UPS, FedEx, Lone Star etc.
- Maintain supply of applications
- Maintain a neat work station
- Ensure the breakroom is fully stocked of utensils, cups, coffee and paper towels
- Maintain a warm personality, positive attitude and neat appearance
- Maintain confidentiality of information
- Inventory and order office supplies weekly and as needed
- All front desk duties must be fully functional by 8am
- Perform other duties as assigned

Additional Duties:

- Backup for other Admin(s), as needed

Knowledge:

- High school diploma is required
- Bachelor's Degree is preferred

Work Experience:

- Customer Service Experience
- Purchasing and Purchase Order Experience
- Familiar with/or use of "AIA" for construction billing

Skills and Competencies:

- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Detail oriented with excellent organization skills
- Ability to effectively utilize computers and software including Microsoft Office Suite, Computer Ease and other software required by the Company
- Ability to maintain accurate and auditable records
- Ability to work in a fast-paced service/construction team environment
- Attention to detail with emphasis on accuracy and quality
- Ability to prioritize work to balance multiple projects and deadlines
- Familiar with/or use of "AIA" for construction billing



Physical Requirements

- 100% Office Setting, including sitting, some bending, walking and viewing

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____