

Olson Explosives, Inc.

Job Description

Job Title: Administrative Assistant
Reports To: Treasurer
Name:
Salary Level:
FLSA Status:
Pay Status:
Prepared / Revised Date: April 2020

SUMMARY Executes day-to-day support functions for our Explosives and Trucking departments. Ensures all bill of ladings and/or delivery tickets are accurately completed and in accordance with DOT and Hazmat Regulations. Performs duties for accounts payable, accounts receivable, inventory transactions and reporting. Responsible for various reporting requirements. Must have the ability to work independently, able to multi-task in a fast paced environment, and also to work as part of a collaborative team. Consistently accurate work is paramount.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serve as the primary receptionist for incoming calls.
- Assist any customers or direct sales reps who enter the office lobby.
- Perform duties in our Explosives Department.
- Accurately document customer shot and delivery orders.
- Review shot and delivery paperwork for previous day's business, accurately remove inventory, complete billing according to customers price letter.
- Prepare blasters and/or drivers paperwork for next business day's orders.
- Primary responsibility for maintaining Explosives Department inventory books.
- Complete bi-weekly physical inventory counts with the assistance of blasters.
- Record all Inventory transfers between Decorah and Plainview offices.
- Maintain shot records in the Blast Program.
- Maintain customer Explosive license records ensure all records are current and accurate.
- Annually, and as necessary, update SDS binders for the office and shop.
- Track salesmen and blaster commission and safety/paperwork issues.
- Gains knowledge of FMCSA rules and ensures compliance with those regulations.
- Serves as administrator for our ELD (Electronic Logging Device) website for log compliance with FMCSA regulations, housekeeping duties within the software such as unassigned driving and maintenance fault codes.
- Ensures all bill of ladings and/or delivery tickets are accurately completed and in accordance with DOT and Hazmat Regulations.
- Monitor Fuel programs, including matching fuel receipts with statements, entering charges into QuickBooks, and retaining receipts for IFTA.
- Maintain records of our Fleet mileage and odometers for IFTA quarterly filings and various other regulatory reporting.

- Serve as administrator for Phoenix Fuel system, including setting up new customer accounts, issuing key fobs, changing fuel price, create monthly fuel statements for customers, and handle any issues that arise with the fuel system.
- Enter all vendor billing for inventory items into QuickBooks and our inventory system.
- Create and Maintain monthly product reports for management.
- Manage office supply inventory.

NON-ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Position shall perform such other duties as are assigned by the employee's Manager or Officers of Olson Explosives, Inc. Maintain education and professional expertise through attendance at job related seminars, conferences, and workshops.

SUPERVISORY RESPONSIBILITIES

Assists with the supervision of blasters through review of their paperwork. All errors found in paperwork should be reported to management through the Blaster's Safety Report on a quarterly basis.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree from a two-year college or technical school, Bachelor's degree (B. A.) from four-year College or university preferred; desirable to possess two years related office experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must be able to operate PC, printer, copy and fax machines, and phone system. Must have working knowledge of Microsoft Office Products. Must be proficient in Microsoft Excel. Must have the ability to create, change, and maintain spreadsheets. QuickBooks Pro/Enterprise experience is preferred.

KEY CONTACTS--Internal and External

Has contact with our customers to take orders and ensure customers requests are relayed to

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the person in charge of scheduling. Has contact with our sales team and blasters to ensure the customer's paperwork is accurate and all products and services are correctly billed. Has contact with sales team to research any customer information on past shots. Ability to maintain good working relationships with vendors and other employees.

CERTIFICATES, LICENSES, REGISTRATIONS

Ad needed

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, crawl, or sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be moderate to high.

COMMENTS

Position may require overnight travel to attend a conference, school or training program. Also may require ability to work before or after normal business hours.

CONFIDENTIALITY AGREEMENT

I, The undersigned, holding a position with Olson Explosives, Inc. do hereby declare and pledge myself upon honor as if I were sworn thereto, that I will observe the strictest confidentiality on the subject of all accounts of all bodies or individuals dealing with Olson Explosives; on the subject of all transactions of Olson Explosives, or whatever description with its customers, correspondents, shareholders, or with any other bodies or persons whomsoever, on credits or affairs of all bodies or persons respecting which I may acquire information through the business of Olson Explosives.; and on the nature or amount of the transactions of Olson's, or the position of its concerns or affairs, in any respect whatever. And I hereby likewise pledge myself to continue to observe secrecy on such subjects should I leave the service of Olson Explosives, Inc., for any reason whatever.

ACKNOWLEDGEMENT

I understand the above are general management guidelines and may be changed as business necessitates. I understand my employment is for no definitive period and may be terminated at will. I acknowledge that I have read, understand and agree to the terms of this document. I authorize my employer to deduct from my wages any charges that arise as a result of my breach of this agreement.

By signing, Employee fully understands the Agreement, accepts, and agrees to each and every paragraph, term, and/or provision contained in it, and fully accepts and agrees to it as binding upon him for any and all purposes whatsoever.

IN WITNESS WHEREOF, the Employer has by its appropriate officers signed and affixed his seal, and the Employee has signed this Agreement.

Employee Signature Date