



## **Admin/Clerical**

To be "CHAMPION" material, candidate must be an outgoing, energetic individual who is able to think outside the box, good at multi-tasking and has a high level of customer service skills. You will process, verify and resolve logistic issues. You must be able to communicate with customers and co-workers effectively. You must also have a working knowledge of computers, and modern office practices and procedures. You must be flexible and able to switch between tasks with quickly.

### **Responsibilities:**

- Willingness to work as part of the team.
- A good positive attitude
- Work with and in a fast paced work environment.
- Ability to cross train.
- Responds promptly to customer needs and solicits customer feedback to improve service.
- Occasionally manage difficult customer situations.
- Working with various software programs at one time. Both local and cloud based.
- Working in and with multiple states Department of Transportation, permitting process, equipment & professional operators paperwork management.
- Management of fleet fuel program
- Internal & external employee paperwork management, specifically with Federal & State government entities.
- Updating and maintain various compliance programs and manuals
- General clerical office work, including data entry, processing paperwork, and filing
- Ability to lift 25 lbs from a standing position
- Filing at various file cabinet heights
- Other duties as required

### **Qualifications:**

- High School Diploma or equivalent
- Excellent listening and comprehension skills, excellent verbal and written communication skills.
- Reading comprehension, time management, critical thinking, problem solving, organization, deductive reasoning
- Strong organizational and time management skills
- Ability to learn and retain knowledge
- Ability to multi-task
- Excellent attendance and punctuality
- Team oriented
- Good Computer skills with a working knowledge of Microsoft Outlook, Word and Excel.