

RECYCLING & WASTE REDUCTION DISTRICT OF PORTER COUNTY

JOB DESCRIPTION

DATE WRITTEN: March 2022
POSITION: Administrative Assistant
FLSA STATUS: Non-exempt

POSITION STATUS: Full-Time, Salary
REPORTS TO: Executive Director

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Position Purpose

Responsible for assisting RWRD-PC Staff in maintaining various district programs as well as maintaining office procedures that establish a stable and productive office.

Essential Position Functions

Assist Director

- Coordinate with Executive Director scheduling of meetings and events.
- Manage records and contacts for various programs including Adopt A County Road, PACT workers, Battery and Smoke Detector Recycling and Drop Off Recycling Sites.
- Perform duties as a back-up to the Controller when needed.

Bookkeeping & Records Management

- Manage accounts receivables.
- Send out monthly statements to Contractors.
- Prepare bank deposits.
- Research and follow through on recycling user fee inquiries and updates.
- Maintain document storage through Docuware license.

General

- Answer telephones and respond to email inquiries.
- Perform liaison functions with public, other districts, and government entities dealing with solid waste issues.
- Assist as needed to execute district programs and operations.

Job Requirements and Difficulty of Work

- High school education or equivalent plus special training and/or work experience.
- Oral and written communication skills.
- Be highly motivated and self-directed.
- Excel spreadsheet proficient.
- Valid driver's license as verified by Motor Vehicle Report issued from Indiana Department of Motor Vehicles as well as auto insurance.
- Submit to a background check.
- Minimal physical demands.
- Work hours are standard as noted in district Personnel Policy Manual with occasional weekends required.
- Out of town travel is occasional.

Personal Work Relationships

Incumbent maintains frequent communication with co-workers, local government entities, and public for the purpose of exchanging information and supporting programs.

Incumbent reports directly to the Executive Director.

Working Conditions

Work is performed in an office environment and public setting with minimal physical demands.

To apply send resume to info@PorterCountyRecycling.org