



JOB DESCRIPTION

POSITION DESCRIPTION

POSITION TITLE	Administration & Support	DEPARTMENT	Operations and Maintenance
CLASSIFICATION	Non-Exempt	LOCATION	Visalia CA

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	President and VP of Operations
POSITION SUPERVISES:	None

POSITION PURPOSE

Under the direction of the President and VP of Operations, the Administrative & Support position should ensure the efficient and smooth day-to-day operation of our Visalia, CA office. Duties include assisting in managing our company's general administrative, marketing, and sales activities, and providing direct support to the President and VP of Operations. Responsibilities include making travel arrangements, preparing presentations, arranging meetings and maintaining appropriate filing systems.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Receives and screens visitors and telephone calls. Obtains and conveys information as needed.
2. Organize and schedule appointments
3. Plan meetings and take detailed minutes
4. Write and distribute email, correspondence memos, letters, faxes and forms
5. Assist in the preparation of regularly scheduled reports
6. Develop and maintain a filing system
7. Update and maintain office policies and procedures
8. Order office supplies and research new deals and suppliers
9. Maintain contact lists
10. Book travel arrangements
11. Submit and reconcile expense reports
12. Provide general support to visitors
13. Act as the point of contact for internal and external clients
14. Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
15. Performs miscellaneous clerical functions to include filing and special projects as assigned executive administration.
16. Assures that the work area is clean, secure, and well maintained.

QUALIFICATIONS

1. High School degree; minimum of one-year experience as an administrative assistant with a willingness to learn detailed human resource management tools.
2. Proficiency in Adobe Acrobat, MS Office (MS Excel, PowerPoint, Word)
3. Knowledge of office management systems and procedures
4. Working knowledge of office equipment, PC, copiers and other business machines
5. Excellent time management skills and the ability to prioritize work
6. Attention to detail and problem-solving skills
7. Excellent written and verbal communication skills
8. Strong organizational skills with the ability to multi-task
9. Strong typing and computer application skills in all office environments.
10. Ability to assist and support others.
11. Must possess the ability to read, write and understand English. Must possess the ability to write complex sentences, using proper punctuation, and utilizing adjectives and adverbs correctly.
12. Ability to perform very basic math skills including adding, subtracting, multiplying and dividing two-digit numbers; to perform the four basic arithmetic operations with money; to perform operations with units such as inch, foot, yard, ounce and pound.
13. A basic understanding of engineering and operations terminology is preferred but not required.

WORKING CONDITIONS

Primarily an office environment; incumbent will be required to perform tasks that involve repetitive motion using the wrists, hands, and fingers. Additionally, some light lifting will be required (<10 lbs) and extended time frames of sedentary work (sitting) will be expected.

APPLICATION PROCESS

Send resume to HR@calbioenergy.com or visit our website at www.calbioenergy.com/careers

COMPENSATION AND BENEFITS

Salary will be determined by candidate's skill and experience level and highly competitive with industry standards.

PERFORMANCE MEASUREMENT

1. Visitors and telephone calls are courteously and professionally received and referred. Good public relations exist with outside contacts.
2. The human resource information system functions smoothly. Personnel data and statistics are efficiently recorded, stored, and retrieved as appropriate.
3. Reporting functions are completed accurately and timely, and in accordance with established policies and federal and state regulations.
4. Effective working relations exist with company personnel. New employees are well oriented and assisted. Management is appropriately informed.
5. Office paper and process flows are smooth and files are easily located and retrieved and exist in a logical order.
6. Routine office tasks are completed in a timely manner and documents produced are accurate in both typing function and written structure.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation program.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance; however, should the duties, responsibilities, and requirements delineated by interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors and deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which may impose undue hardship on the organization.

Job descriptions are not intended as, nor do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.