

TEXAS LEHIGH CEMENT COMPANY

Buda, TX



JOB DESCRIPTION

Job Title: Administrative Assistant

Department: General Plant

Job Type: Full-time, Salary non-exempt

Compensation: \$ k/yr

Reports to: HR Coordinator

Required skills and qualifications:

- High school diploma required.
- Strong writing and proof reading skills.
- Excellent verbal communication skills.
- Ability to organize and maintain electronic and hard copy files.
- Office appropriate interpersonal skills,
- Ability to multi-task and work with limited supervision and maintain strict confidentiality.

Responsibilities:

- Work schedule 7AM through 3:30PM
- Assist with all aspects of activities for day-to-day office operations
 - Clerical and administrative activities
 - Telephone/Receptionist duties
 - Filing
 - Purchase office Supplies
- Be Personable/Courteous to employees, customers, and general public inquiries.
- Ensure visitors/non-TLC employees sign in/out of plant and provide direction to appropriate area
- Site Specific Safety Orientation
 - Provide written materials or video
 - Log employee information
- Maintain files as required in JSA, Task Training, Near Miss
- Enter Work orders comments onto MP2 in a timely manner
- Make travel arrangements when needed
- Tailgate Meeting (Post on Publics, Log and File meetings)
- Assist Safety Manager as directed with administrative task and assignments
- Help Assist in Emergency Situations when Needed
- Plan company; fall fest, Christmas Party, and other requested events

Additional Duties:

- Reception building, housekeeping and tidiness needs to be maintained.
- Any other duties as required