

TEXAS LEHIGH CEMENT COMPANY, BUDA, TEXAS
JOB DESCRIPTION

JOB TITLE: Administrative Assistant

Reports To: Safety Manager

Required Computer Skills: Microsoft Office, Word, Excel and Power Point, and PhotoShop or similar graphic software.

Other Preferred Skills: 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, training
- Enter Work orders comments onto MP2 in a timely manner
- Tailgate Meeting (Post on Publics, Log and File meetings)
- Assist Safety Manager as directed with administrative task and assignments
- Task Training (Log and File), onboarding, consolidate HR hiring documentation
- Help Assist in Emergency Situations when Needed

HR Related Responsibilities

- Onboarding of new employees
- Consolidate HR documentation
- Coordinate Wellness Program, drug screening, R.T.W physical etc
- Help Individuals with Open Enrollment
- Coordinate Service Awards
 - Ordering
 - Distributing
- Coordinate Luncheons for Various Supervisors

Additional Duties:

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