



MAINTENANCE ADMINISTRATIVE ASSISTANT

Department: Maintenance
Reports To: Chief Engineer
Jobs Supervised: None
Exempt: No

JOB SUMMARY

The Maintenance Administrative Assistant is responsible for providing daily support to the Chief Engineer and Maintenance Department.

ESSENTIAL FUNCTIONS

Responsibilities

- Create and maintain company database, which includes documents, forms, staff communications, spreadsheets, training information, equipment and parts lists, policy and procedure documents, bid and contract specifications, and inspection protocol lists
- Ensure data entry is accurate, timely, and reliable
- Ability to obtain bids for various products and services
- Search for services and funding for energy conservations
- Monitor budgets and assist with routine parts purchases
- Contract administration
- Assist with energy expenses audit
- Other job duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Strong data entry skills with the ability to type 40-60 WPM
- Proficient experience with Microsoft Office applications, preferably Word and Excel
- Excellent organizational skills with the ability to multi-task and meet deadlines
- Strong written and oral communication skills for internal and external contacts
- Ability to effectively work with all levels of the company

EDUCATION/EXPERIENCE

- High school diploma, or equivalent
- Microsoft Office applications experience
- Strong administrative background preferred

PHYSICAL REQUIREMENTS

- Occasional lifting and/or moving up to 5-10 pounds

- Occasionally required to walk; sit; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; stoop; talk and hear
- Specific vision abilities required by the job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Exposed to ambient room temperatures, lighting and traditional office equipment found in a typical office environment
- Quiet to moderate noise level