

Metropolitan Transportation Network

Job Title:	Administrative Support	Job Category:	Administration
Level/Salary Range:	TBD based on experience	Position Type:	Non-Exempt/hourly
Position Reports To:	General Manager/ Controller/Human Resources		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides Administrative support to Management Team <input type="checkbox"/> Responsible for office work flow; including but not limited to <ul style="list-style-type: none"> ○ Office open or closing ○ Front desk reception ○ Customer service and phone management ○ Office procurements, business cards and printing, office supplies, refreshments ○ Filing and office organization <input type="checkbox"/> Assists with HR-- including but not limited to <ul style="list-style-type: none"> ○ Employee applications ○ New applicant paperwork and forms <input type="checkbox"/> Responsible for office equipment and supplies; including copiers/fax/phones <input type="checkbox"/> Assists with Accounting Activities when required; including but not limited to <ul style="list-style-type: none"> ○ Accounts Receivable activities – invoicing, posting ○ Accounts Payable activities – organizing and mailing payments, filing <input type="checkbox"/> Assists with fuel receipts, fleet acquisitions, disposals, titles and financing projects and related filing. <input type="checkbox"/> Prepares and develops as needed data analysis reports, excel, word and power point documents. <input type="checkbox"/> Organizes/Assists with Employee functions and events <input type="checkbox"/> Other administrative and accounting duties as assigned by the General Manager, Controller, and HR <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>3-4 years of office support experience</p> <p>Strong communication, technology, analytical, and organizational skills</p> <p>Accounting software experience-- QuickBooks experience preferred</p> <p>Computer literacy in Microsoft Word, Excel, Outlook, and PowerPoint</p> <p>PHYSICAL REQUIREMENTS</p> <p>This position requires interaction with people and technology in an office environment. Work requires sitting, reaching, grasping and repetitive motions for long periods of time. Communication is required for expressing ideas by means of spoken word, emails and phone usage. Visual acuity is required for needed administrative work done on computers and filing of documents and other related management records.</p> <p>All employees must be able to communicate face-to-face, by email and on the phone with or without reasonable accommodation. MTN is an equal opportunity employer and is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, we attempt to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. We also invite individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing undue hardship.</p>			
Last Updated By:	C. Kennedy	Date:	10-2017