

Administrative Assistant -

Provide support to key departments to facilitate the efficient operation of the organization.

Job Responsibilities:

- Basic office duties such as customer service, assisting with filing, emails, faxing, answering and routing phone calls, mailings, preparing documents for employee communications, ordering of supplies etc.
- Assisting with scheduling appointments, preparing inter-office memos, newsletters, and special events
- Assisting Safety & Compliance, and HR with employee documents
- Assisting with company compliance that is regulated by the Department of Transportation
- Assisting in developing Human Resource policies and procedures (i.e. benefits, maintaining employee documents and personnel files)
- Providing overall assistance to HR and Finance teams on benefit policies, programs, and procedures.
- Assisting HR with preparing payroll reports, and new driver orientation
- Review customer loads
- Data Entry
- Handle requests for information and data
- Maintain electronic and hard copy filing system
- Other projects as assigned by management

Requirements and Key Competencies:

- Exceptional organizational skills
- Excellent communication skills
- Able to prioritize
- Detail oriented
- Works well in fast-paced industry
- Ability to work independently as well as in group setting
- Works in a professional manner
- Knowledge of the trucking industry preferred
- Teamwork
- Adaptability
- Customer service orientation