

k.p.d insurance, Inc.
Job Description

Job Title: Office Administrator
Department: Administration/Records Department
Reports To: HR Director
FLSA Status : Non-Exempt
Date: May 2021

JOB SUMMARY

Office Administrator provides a high level of office support servicing k.p.d. associates through day to day office, administrative and clerical tasks. Acts as an integral part in ensuring that the office operations for all departments run smoothly and are successful in support the business activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are to be performed in accordance with the agency policies and procedures and with the highest degree of ethical standards and confidentiality.

- ◆ Assists Human Resources Director with various administrative duties, including supporting the time management system, creating files, employee packets, updating spreadsheets.
- ◆ Supporting each department by providing variety of duties including but not limited to photocopying, scanning, filing and faxing.
 - ◆ Assembling benefits packets with accurate materials
 - ◆ Invoicing flood insurance policies
 - ◆ Scanning and attaching documentation in agency management system.
- ◆ Assists with in coordination of office events including in office CE trainings and social events, through clean up and tear down and purchasing supplies
- ◆ Maintains and organizes common office areas including coffee bars, break room, kitchen, conference rooms, records and storage closet.
- ◆ Primary back up to the Receptionist/Office Assistant on a multiline phone system, by routing clients successfully as well as greeting clients, vendors, and visitors. Provides daily coverage and additional coverage due to time off.
- ◆ Assist and acts as the primary back -up to the Receptionist/Office Assistant to forward information by receiving and distributing communications: Distribute mail through scanning and delivering hard copy to staff as well as routing faxes to appropriate personnel. Collects and prepares outgoing mail, UPS and Fed Ex delivery. Maintains and follows documentation storage and retention workflows. Provides daily coverage and additional coverage due to time off.
- ◆ Maintains supplies by evaluating stock to determine inventory levels, anticipating requirements, placing orders, verifying receipts, stocking items, delivering supplies.

- ◆ Maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, monitoring equipment operation.
- ◆ Run office errands with an auto mobile; including, but not limited to, banking, delivery's to clients, post office FedEx and purchasing supplies.
- ◆ Completing special projects by organizing and coordinating information and requirements; planning, arranging and meeting timelines; monitoring results.
- ◆ Enhance organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
- ◆ Other duties and projects as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent is required. A minimum of one year of related office experience preferred.

KNOWLEDGE, SKILLS and ABILITIES:

- Self-motivated and ability to work independently with limited supervision.
- Ability to communicate both verbally and written effectively with other associate and the general public using tact, courtesy and good judgment.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read, analyze and interpret common documents.
- Ability to organize and prioritize work.
- Ability to work with a high degree of accuracy and attention to detail to meet deadlines.
- Ability to apply basic mathematic concepts.
- Familiar in the use and ability to operate general office equipment.
- Familiar with general office procedures.
- Working knowledge of Microsoft Office.

LICENSES: Maintain a valid Oregon driver's license and a good driving record.

ESSENTIAL PHYSICAL FUNCTIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to stand, walk, and reach with hands and arms and/or carry, move or

transport items from one area to another. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to lift and/or move items up to 40 pounds. The employee is required to operate a computer, answer phones, operate office machines and drive an automobile.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Duties are performed in a fast-paced office environment.
- Travels by automobile in varying weather conditions. Physical hazard from traffic may be present.

***Disclaimer:** This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job.*