

## **Administrative Assistant**

Chemcote, Inc./Chemcote Roofing Co.

<b>Position Title:</b>	Administrative Assistant		
<b>Reports To:</b>	President/CEO		
<b>Direct Reports:</b>	N/A	<b>Department/Division:</b>	Paving/Roofing
<b>Prepared Date:</b>	2025	<b>Last Revised Date:</b>	06/06/2025

### **Position Overview**

The Administrative Assistant plays a vital role in supporting the daily operations of a construction company specializing in asphalt and roofing services. This position is responsible for providing general administrative support to office staff, project managers, estimators, field operations, and company leadership. The ideal candidate is detail-oriented, highly organized, and capable of multitasking in a fast-paced, construction-based environment.

### **Key Responsibilities (Essential Duties and Functions)**

- The criteria for evaluation in this position include, but are not limited to, the following:
- Serve as the first point of contact for visitors and incoming calls; provide professional and courteous customer service.
- Perform general office duties similar but not limited to filing, scanning, data entry, packet construction, copying, insurance tracking/monitoring/requests, office events, handling mail, etc.
- Assist in maintaining project files, job folders, and subcontractor/vendor documentation
- Support the estimating and project management teams by preparing bid documents, contracts, and correspondence
- Track job-related documents similar but not limited to permits, certificates of insurance (COI's), Notice of Commencements (NOC's), subcontractor agreements, lien waivers, etc.
- Help manage calendars, schedule meetings, and coordinate internal and external communications.
- Order office and field supplies as needed, maintaining inventory and vendor relationships.
- Prepare and distribute company memos, reports, or safety documentation as necessary/required.
- Assist with payroll timesheet collection and verification as directed.
- Maintain the confidentiality of sensitive company and employee information.

### **OTHER REQUIREMENTS**

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must be willing to work nights and weekends when necessary.
- Report to the assigned job site ready to begin work at the designated start time.
- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.
- Strict adherence to Chemcote, Inc. policies and procedures as outlined in the Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as necessary/required.
- Timely and regular attendance is an expectation of performance for all Chemcote employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

#### Education/Experience

- High school diploma or equivalent; associate's degree in business administration or related field preferred.

- Minimum of 2 years of administrative experience, preferably in construction, roofing, or related trades
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Strong written and verbal communication skills
- Ability to prioritize work, meet deadlines, and work independently with minimal supervision
- Professional demeanor and strong attention to detail
- Strong organizational, time management, and communication skills.
- Proficiency in Microsoft Office Suite and project management software (e.g., Procore, Bluebeam, or similar) is beneficial.
- Valid driver's license, reliable transportation, and ability to run errands as needed.

### **Preferred Qualifications:**

- Proficient in Microsoft Office Suite (Excel, Word, Outlook, Project)
- Experience using construction software (e.g., Procore, Viewpoint, or similar)
- Familiarity with project billing, insurance requirements, and contract documentation
- Knowledge of basic bookkeeping or payroll processes is a plus and assist with or back-up various positions similar but not limited to Receptionist, phone answering/monitoring, mail, etc.
- Ability to manage multiple projects under tight deadlines.

### Work Requirements

- Valid Ohio Driver's License and clean driving record.
- Excellent time management, organizational, and communication skills.

### Knowledge/Skill Requirements

#### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and communicate with simple correspondence using the English language. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

#### **REASONING ABILITY:**

Applying commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **OTHER:**

A valid Ohio driver's license and reliable daily transportation are required for this position.

### **Physical Requirements**

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 stand, walk, reach with hands and arms, and talk or hear.*

*The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.*

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Bend</i>			<b>X</b>	
<i>Kneel</i>			<b>X</b>	
<i>Squat</i>			<b>X</b>	
<i>Climb</i>			<b>X</b>	
<i>Stand</i>			<b>X</b>	
<i>Walk</i>			<b>X</b>	
<i>Sit</i>			<b>X</b>	
<i>Reach</i>			<b>X</b>	
<i>Drive</i>			<b>X</b>	
<i>Fine motor</i>			<b>X</b>	
<i>Repetitive Motion</i>			<b>X</b>	
<i>Right</i>			<b>X</b>	
<i>Left</i>			<b>X</b>	

*This position requires an employee to lift:*

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>0 – 10 lbs</i>		<b>X</b>		
<i>10 – 25 lbs</i>		<b>X</b>		
<i>25 – 50 lbs</i>			<b>X</b>	
<i>50 – 100 lbs</i>			<b>X</b>	

## **Work Environment**

*While performing the duties of this job, the employee typically works in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The employee may occasionally visit construction sites, where they could be exposed to outdoor weather conditions and typical construction-related environments.*

*The noise level in the office is generally low to moderate.*

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>			<b>X</b>	
<i>Cold Weather</i>			<b>X</b>	
<i>Wet Weather</i>			<b>X</b>	
<i>Exposed to Noise</i>			<b>X</b>	
<i>Exposed to High Heat</i>			<b>X</b>	
<i>Moving Equipment</i>			<b>X</b>	
<i>Working with Others</i>	<b>X</b>			

*The statements included in this Administrative Assistant job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

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Signature

Date

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Print Employee Name