

Refinery Terminal Fire Company Job Description

POSITION: Administrative Assistant - Training Academy Services

DEPARTMENT: Administration - TAS

REPORTS TO: Chief Officer of Training Academy

EFFECTIVE DATE: July 06, 2005

REVISED: April 04, 2017

POSITION OBJECTIVE - Under general supervision, provides administrative support to the Training Academy Chief, operating within the parameters of Company policies, procedures, and practices, to achieve the mission of Refinery Terminal Fire Company.

DUTIES AND RESPONSIBILITIES – The administrative assistant is responsible for:

- Maintaining a well-organized and efficient office environment, prioritizing and managing concurrent, multiple tasks.
- Composes routine correspondence for signature including marketing information, training documents and scheduling, class certificates, thank you letters, etc. via email and standard mail.
- Assist Training Academy Chief with preparations for events (requests catering, printing invitations, orders supplies, etc.)
- Answers and screens all domestic and international telephone calls directed to the Training Academy Chief. Takes messages and delivers them for Training Academy Services as needed;
- Interacts with both domestic and international visitors/clients, as well as media representatives, board members and staff;
- Accurately and promptly files all correspondence (electronic and hard copy files) and documents in appropriate areas and /or folders.
- Conducts research on missing certificates, proficiency hour tracking for employees and billing for clients.

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- Maintains computerized Training Calendar with scheduled classes and training facility use on a daily basis. Ensures Calendar is up to date with client requests and verifies that scheduling conflicts do not occur.
- Maintains daily correspondence with vendors, employee, clients and their teams to manage any adjustments and/or requests during their training time at the Training Academy.
- Schedules travel arrangements for the Training Academy Chief, Instructors for the Training Academy and for domestic and international visitors/clients as instructed; Also schedules hotel stays, commercial bus rentals and RTFC bus rental.
- Performs a variety of routine and some non-routine accounting functions in accordance with standard procedures in general accounting, accounts payable, accounts receivable or related financial area. Prepares monthly expense report for the Training Academy Chief.
- Collects monies and charges credit/debit card transactions for purchases made at Company Store. Keeps money log for petty cash. Prepares report for total money received and total card charges for accounts receivable for daily purchases.
- Keeps Company Store inventory current for monthly inventory reports and reordering of merchandise.
- Creates new red folders for each month according to upcoming scheduled classes.
- Processes red folder information and ensures that data is entered into the database system accurately. As this directly correlates to Firefighters/Client's Student Contact Hours for tracking and billing. Calculates all time and consumables to enter into the database and on Income Statements for the Training Academy Chief's review.
- Creates invoices for training visits and keeps in contact with clients to ensure that all Purchase Orders are up to date and available for invoice purposes. Labels and files completed folders for retention and research.
- Creates 30, 60, 90 day follow up on all invoices that are outstanding from TAS Receivables list.

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- Keep track of proficiency training attendance list, scheduling and points earned by RTFC employees.
- Ensures catering for attendees is informed daily with appropriate headcount for meals. Keeps account of invoices and submits to accounts payable.
- Forwards all invoices received from all vendors for the Training Academy to accounts payable and files for retention.
- Performs other related duties and tasks as required or requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - To perform this job successfully, incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to work independently in a rapidly changing dynamic environment
- Effective reading, listening, verbal and written communication skills; experience in interpreting legal documents, financial reports, standard operating procedures, safety rules, operating and maintenance instructions;
- Microsoft Office a must. (Word, Excel, and PowerPoint)
- Prior top level administrative experience preferred;
- Ability to work flexible hours and overtime as needed;
- Experience in handling international guests and news media representatives;
- Be a team player - ability to communicate suggestions and/or criticism to others in a pleasant tone.
- Comprehensive understanding and strong computer skills working within the Windows environment; working knowledge of word processing programs (Microsoft Word, Excel, PowerPoint);
- Ability to follow instructions and obtain results;
- Demonstrates initiative and assertiveness necessary to complete tasks.

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MINIMUM EDUCATION AND EXPERIENCE - Possess a High School Diploma or Graduation Equivalency Diploma (GED) acceptable to the State of Texas; at least 5 years of experience in a fast paced administrative or secretarial position, preferred, but not required ability to speak, read and write in Spanish.

WORKING CONDITIONS AND HAZARDS - Inside working conditions, with noise level in the work environment usually moderate to light. Position normally requires full use of sight, hearing, speech, arms, hands, legs, and feet with lifting up to 10 pounds on occasion.

EQUIPMENT USED:

Computer

Copier

Printer

Fax Machine

General office equipment (e.g. calculator, hole puncher, stapler, etc.)

Various software programs