

Company:

FESS Energy, Inc.

Position:

Office Administrative Assistant

Location:

527 S. Lake Ave.
Pasadena, CA

Job Duties:

Responsible for entering data into corporate database.
Responsible for validating and accurately transposing information.
Responsible for answering phones and resolving customer inquiries.
Responsible for accurate hard and soft filing of customer information.
Responsible for office supply inventory.
Ad hoc meeting coordination.
Basic MS Word and Excel data manipulation, report running.
Basic HR assistance duties including collection of timesheets and work hour information.
Support of FESS Field personnel as necessary.
Driver's license, reliable car and ability to drive as needed with proof of insurance.
Able to drive 100+ miles one way.
Proficient in English, with ability to communicate clearly and effectively.
Other duties as necessary.

Work Hours:

Monday through Friday - Potential intermittent Saturdays (inventory - work days may be substituted in place of) - 40 hours/wk - 8am to 4:30pm, two 15 minute breaks, half hour break for lunch

Skills Required:

Strong work ethic, punctuality and willingness to get the job done are required. Medium experience with MS office applications. Strong typing skills 40- 45wpm+ requested. 10-key experience. Ability to operate independently and within a small team atmosphere. Able to prioritize effectively and communicate clearly with customers, clients and team members. Strong ability to multitask and flex duties according to deadlines and program constraints.

Compensation:

Beginning pay is \$15.00/hr - Expected 40 hours per week.
Mileage is compensable at current Federal Rate.

Expectations:

Standard disciplinary protocols will generally be followed with office personnel. Employees will be given two written warnings, a final written warning and then be subject for termination when found to be in noncompliance with office duty rules and requirements. Interns are considered "at will" and may terminate their employment or have their employment terminated at any time for any reason.