



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Administrative Associate

Pay Level:

Exemption Status: Non-Exempt

Department:

Authorization: _____

Date: May 13, 2015

JOB SPECIFICATIONS

FACTOR

Education:
Related Experience:
Supervision Given:
Supervision Received:

LEVEL

High School
2 years
None
Vice President of Human Resources

Job Summary:

The Administrative Associate is responsible for processing and coordinating the accounts receivable function.

Essential Specific Job Duties:

1. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.
2. Conducts special studies and analysis in his/her area of responsibility as directed
3. Prepares invoices from shop paperwork adding price, terms, discounts and finalizes the sales order.
4. Prints invoices and transmits to customer.
5. Receives payments and credits against accounts and enters into system.
6. Prepares bank deposit daily.
7. Reconciles invoices to credit card report, reconciles and makes adjustments.

Essential Specific Job Duties (Continued):

8. Generates finance charge report and enters or removes finance charges as needed.
9. Reviews overdue/aging report and contacts customers on past due accounts and documents activity.
10. Receives trailer documentation and compares to BOM in system, reconciles discrepancies and adds serial number.
11. Generates (MSO) Manufacturer's Statement of Origin.
12. Assembles owners' manuals.
13. Functions as back up to Receptionist.

Essential Universal Job Duties:

14. Improves self in any way possible to enhance job performance.
15. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
16. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
17. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

Non-Essential Job Duties:

18. Performs related work as required, willingly and eagerly.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Descriptive factors are defined and abbreviated as follows:

N/A – Not applicable
 O – Performed occasionally 20 –50%
 EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing		X				Extreme Heat 80 > degrees	X				
Sitting				X	X	Temperature Changes	X				
Lifting 0 – 30 lbs.		X				Noise > 80 decibels	X				
Lifting 30 – 50 lbs.	X					Vibration	X				
Lifting 50+ lbs.	X					Heights	X				
Carrying 0-30 lbs.		X				Work Outdoors	X				
Carrying 30-50 lbs.	X					Work with People				X	X
Carrying 50+ lbs.	X					Work around People				X	X
Pushing		X				Work alone			X		X
Pulling		X				Substance Exposure	N/A	S	O	R	EF
Grips/Grasps			X		X	Acids, Corrosives	X				
Finger Movement				X	X	Epoxies	X				
Reaching/Stretching		X				Dust	X				
Walking		X				Fumes	X				
Climbing	X					Mists	X				
Running	X					Gases	X				
Jumping	X					Chemicals	X				
Rapid Work Speed			X		X	Body Fluids	X				
Bending		X				Equipment	N/A	S	O	R	EF
Speaking Clearly				X	X	Motor Vehicles	X				
Hearing Conversation				X	X	Hand Tools	X				
Hearing High Acuity	X					Machinery	X				
Seeing – Near				X	X	Machine Tools	X				
Seeing - Far			X		X	Lifts	X				
Depth Perception	X					AV Equipment	X				
Color Perception	X					Personal Computer				X	X
Typing/keyboarding				X	X	Office Machines			X		X
Writing				X	X	Protective Clothing	N/A	S	O	R	EF
Filing				X	X	Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses	X				