

CONMAT GROUP, INC. & AFFILIATED COMPANIES

**JOB DESCRIPTION FOR
OFFICE EMPLOYEE**

NAME:

QUALIFICATIONS:

1. Must be trustworthy.
2. Must have good organizational skills.
3. Must have good oral and written communication skills.
4. Must be personable, neat, and have the ability to work with variety of customers and employees.
5. Must be organized and have the ability to work efficiently under pressure.
6. Must be willing to work flexible hours.
7. Must maintain corporate confidentiality.

ESSENTIAL FUNCTIONS:

1. Receive orders over phone & schedule orders to be delivered.
2. Communicate with customers and drivers (phone & radio)
3. Ability to keep accurate records (payroll time cards, bank deposits, accounts receivable records, accounts payable records) to be transferred to Harrisonburg office.
4. Must be responsible for handling cash.
5. Ability to calculate bank deposits, invoices, materials for jobs (block, stone, sand, etc.)
6. Ability to dispatch masonry truck to job sites.
7. Assist general manager with daily tasks.
8. Ability to complete tasks in a timely manner.
9. Ability to use/maintain general office equipment.
10. Responsible for ordering office supplies.
11. Responsible for general office cleaning.

NON-ESSENTIAL FUNCTIONS:

- 1.
- 2.

CERTIFICATION:

I have read the above job description and hereby certify that I meet all of the qualifications for this position and further certify that I am able to perform all of the functions of the job.

Signature

Witness

Date

Date