

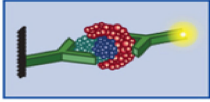
## **Facilities Administrative Assistant Job Description**

### **Summary:**

- Provide administrative support for the Engineering Department.
- Responsible for the activities associated with the operation and implementation of the Computerized Maintenance Management System.
- Responsible for the organization and control of department documentation.
- Interface with the in-house customers regarding the processing of their work requests from initiation through completion.
- Provide assistance and support with the creation of department procedures and policies.
- Provide assistance with special projects as necessary.
- Assist the Engineering Manager with the solicitation of/and evaluation of bids from outside subcontractors and contractors.
- Create spreadsheets to help analyze various department related information.
- Administer the routine maintenance of SLI equipment and facilities at all locations.
- Must be a self-motivated individual who is detailed oriented and possesses superior organizational skills with the ability to complete projects in a timely manner.
- Regular, reliable and predictable attendance.
- Other related duties as assigned.

### **Essential Duties:**

- Bi-lingual Spanish preferred.
- Operate and administer the Computerized Maintenance Management System.
- Train administrative support personnel on department processes.
- Responsible for the files of completed work orders.
- Design and print reports using the Computerized Maintenance Management System.
- Audit and assist with standardizing the equipment maintenance files.
- Assist in the drafting of documentation (EOP's and SOP's) as assigned.
- Administer Departmental employee training records.
- Assist with the solicitation of bids and evaluation of quotes from outside vendors.



- Train on and remain current on all documents required in the training matrix for the department.
- Responsible for providing training and/or assistance to SLI personnel pertaining to the Computerized Maintenance Management System.
- Make direct contact with outside facilities and individuals by phone, email, or fax as appropriate to follow up on important issues as requested.
- Regular, reliable and predictable attendance
- Performs other duties or projects as assigned.
- Valid driver's license, current proof of insurance and clean driving record.

**Job Specifications:**

- High School diploma or equivalent required.
- College level courses in computer software applications or equivalent experience
- Three years' experience working in an administrative support capacity with experience using word processing and spreadsheet programs, preferably Word, Excel and Access.

**Equal Employment Opportunity (EEO):**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.