



LOCATION SERVICES REPRESENTATIVE Job Description

Position Classification:

Full Time

Hourly/Non-Exempt

Position Reports to:

Location Manager (Operations)

Position Supervises:

None

Position Summary:

The Location Services Representative provides administrative and clerical support to Operations by utilizing knowledge of systems and procedures to prepare project packets for daily branch operation and assist and maintain Operations filing systems.

Responsibilities:

Duties include but are not limited to the following:

Essential Functions:

- Serve as the primary interface with customers, vendors, and visitors (in person) at Ingenium's site locations (branches).
- Maintenance of Operations Records:
 - Prepare project packets for daily branch operations.
 - Upkeep of filing systems, ensuring filing systems are maintained and up to date.
 - Prepare reports as needed for management personnel.
 - Assist in the preparation of reports, as needed, for location-specific customers.
- Other duties as assigned by supervisor.

Non-Essential Functions:

- Ensure effective archival of files and records.
- Check stock to determine inventory levels; maintain and replenish inventory as needed.
- Anticipate needed supplies.
- Review and approve supply orders; verify receipt of supply.
- Coordinate all office shipping/ mailing operations.
- Coordinate company functions for Ingenium's staff and customers.

Qualifications and Experience:

- 0-2 years experience performing a variety of office and administrative tasks.
- Ability to project a calm and professional demeanor regardless of the type of environment (calm or fast paced) or type of clientele.
- Attention to detail and high level of accuracy.
- Adept at time management.
- Able to work with finite deadlines.
- The ability to work independently as well as in a group environment.
- Trustworthy, honest, respectful, and flexible.
- Must possess strong work ethic, as well as cultural awareness and sensitivity.
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.

Education and Certifications:

- None Required

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.

- Most work is performed in a temperature controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule:

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company's policies regarding required meal breaks.