

Title: Productivity Assistant

FLSA Status: Non-Exempt

Reports to: Director of Administration

Position Summary

The Productivity Assistant is responsible for providing clerical, administrative, and other general office services in order to increase the efficiency of office functions.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement:

- Request funds for renovations from clients
- Schedule professional pictures for properties
- Track and update property information using company software
- Approve or deny the purchase of supplies for renovation projects
- Ensure contractor spending remains within budget during a renovation project
- Track and manage incoming and outgoing inventory
- Maintain financial records
- Upload, pay, Analyze and annotate bills
- Issue credits, charges, and other such transactions using company software
- Track and request outstanding balances due to Company or clients
- Conduct inspections of properties
- Post management change notices, 30 day notices to vacate, and 5 day notices to properties as necessary
- Take pictures of posted notices with personal camera or personal camera phone
- Count and record inventory location, quantity, and needs
- Take outgoing mail to post office, perform necessary steps to send mail at post office, retrieve any documentation of sent mail necessary for office records, and bring back incoming mail from post office
- Use company software to post property listings, to assign lockboxes to properties, to monitor feedback from leads, and to perform other related operations
- Use company phone and computer to answer and correspond with leasing leads
- Coordinate maintenance, trash removal, landscaping, and other ongoing services
- Answer correspondence from tenants and initiate correspondence with tenants as

necessary

- Coordinate appraisals and inspections with tenants and professionals
- Use company scheduling software to schedule the pick up, drop off, and transport of dumpsters
- Use company phone and computer to respond to inbound sales leads
- Sell dumpster rentals, junk removals, and commercial accounts
- Use company software to process payment for sales
- Assist drivers in coordinating the maintenance and repair of company trucks
- Greet and direct guests when they enter the building
- Clock in and out on software used by company for time tracking
- Collect and enter data into spreadsheets
- Create, handle, and transport company documentation
- Upload both confidential and non-confidential pictures and documents to company software
- Handle and file both confidential and non-confidential documents
- Maintain physical and online records as specified by assigned tasks, supervisor, and/or Company policy
- Perform checks of the accuracy of data in spreadsheets and software
- Perform general office duties, such as creating or maintaining documentation, cleaning and tidying common areas, and organizing inventory
- Complete miscellaneous company errands
-

Competency Statements:

- Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.
- Stays focused on tasks in spite of distractions and interruptions.
- Makes the best use of available time and resources
- Competently operates office equipment as required, such as computers, technology, copiers.
- Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others' self-confidence and dignity and shows regard for their opinions.
- Prioritizes tasks by importance and deadline. Discerns what is crucial from what is just urgent. Adjusts priorities as situations change.
- Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.

Supervisory Responsibility

This role has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The Skipper position requires some travel during working hours by car.

Physical Demands

This is a largely sedentary role with the physical abilities below may be required.

Stand	O	Reach above shoulder	O
Walk	F	Climb	O
Sit	F	Crawl	N
Reach Outward	F	Squat/Kneel/Bend	O
<u>Lift/Carry</u>		<u>Push/Pull</u>	
10 lbs or less	O	10 lbs or less	O
11-20 lbs	N	11-20 lbs	N
21-50 lbs	N	21-50 lbs	N
50+ lbs	N	50+ lbs	N

N (Not Applicable) Activity is no applicable to this occupation

O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)

F (Frequently) Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)

C (Constantly) Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a Full-time position with typical working hours of Monday through Friday, 9:00 a.m. to 5:00 p.m. Hours and work shift may change in accordance with business needs. Exempt employees must have the ability to be on-call and available, as business needs require.

Required Licenses and Experience

Licenses: Valid Driver's License

Preferred Education and Experience

Experience:

Computer Skills: Microsoft Word and Excel or Google Docs and Google Sheets.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

Signatures:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.