

**Job Description****Formal Position Title**

Office Administrator

**Employment Type**

At will

**Exempt or Non-Exempt Under the Fair Labor Standards Act**

Non-exempt

**Full-Time or Part-Time**

Full-time

**Pay**

\$15 per hour

**Benefits**

Paid time off

Medical insurance

Dental insurance

Vision Insurance

401K

**Location**

The functions of the Office Administrator position will take place at the Braden Group office, and in the Oklahoma City metro and surrounding areas.

**Work-Related Travel**

The Office Administrator will be expected to travel within the greater Oklahoma City metro area using the company car or a personal car.

**Work-Related Travel Duration and Frequency**

The Office Administrator position requires travel during working hours by car. The position will travel at least once per week. Required travel time for this position will fall between two (2) and thirty-five (35) hours per week. Usually, the Office Administrator will travel three (3) to ten (10) times per week for one (1) to seven (7) hours at a time.

**Hours of Work**

Hours of work for this position will be Monday through Friday for an 8-hour period between 8:00 AM and 6:00 PM, to be selected by the Office Administrator. The Office Administrator will be expected to come in for the same 8-hour period each work day, and all schedule changes thereafter must be submitted in writing to a supervisor and approved.

**Reports To**

The Office Administrator will report to the VP of Administration.

**Oversees**

The Office Administrator will not oversee other positions.

**Key Working Relationships**

The Office Administrator will work with all positions.

**Job Overview**

The Office Administrator will provide clerical, administrative, and other general office services in order to increase the efficiency of office functions. A successful Office Administrator will perform the duties and responsibilities described here in a manner that is efficient, accurate, and professional. The Office Administrator will work within the Administrative Department.

**Duties and Responsibilities**

- Conduct inspections of properties
- Post notices to properties as necessary
- Take pictures of posted notices with personal camera or personal camera phone
- 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 company mail from post office
- Assist other departments where needed in all administrative duties.
- Abide by company policy
- Clock in and out on software used by company for time tracking
- Collect and enter data into spreadsheets
- Make copies and scans of documents
- 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 general office duties, such as creating or maintaining documentation, cleaning and tidying common areas, and organizing inventory
- Attend meetings
- Answer work-related correspondence
- Complete any other tasks assigned to this position by Company
- Cover other roles within the office as needed

**Preferred Skills**

- Good typing skills
- Good computer skills
- Experience with Microsoft Word or Google Docs

- Experience with Microsoft Excel or Google Sheets
- Ability to use Google Workspace tools and software for work-related functions
  - *Note: This includes Gmail, Drive, Calendar, Chat, Docs, Sheets, and Slides*
- Good time management and organizational skills
- Good written and verbal communication skills
- Good teamwork skills
- Professional attitude
- Attention to detail
- Ability to concentrate on repetitive tasks for extended periods of time

**Qualifications and Requirements**

- Valid driver’s license
- Clean background check
- Clean driving record for the past 2 years
- 18 years of age or older
- Insurable under Company’s car insurance policy
- Must be reachable by personal cell phone during business hours
- Must be fluent in English

I acknowledge that I have received and read the job description for the Office Administrator position at Redneck Investments, LLC (d/b/a Braden Group).

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Employee Printed Name	Employee Position/Title
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Employee Signature	Date
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Witness Printed Name	Witness Position/Title
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Witness Signature	Date
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