

Office Administrative Assistant

Buckeye Ready-Mix

Job Title: Office Administrative Assistant

Department: People Operations / Administration / Safety

Status: Hourly

Reports to: Human Resources Manager / Safety Manager

Employee Name: _____

Status: Hourly

Job Summary

The Office Administrative Assistant serves as the first point of contact for Buckeye Ready-Mix and plays a critical role in maintaining a professional, organized, and efficient office environment. This position oversees front desk operations while supporting office administration, safety coordination, vendor compliance, and sales administrative functions.

This role requires a high level of professionalism, organization, and attention to detail while demonstrating a strong commitment to Anderson Concrete's core values of **Safety, Integrity, Excellence, Gratitude, Community, and Teamwork.**

Due to regular access to sensitive employee and company information, the Office Administrative Assistant is required to maintain strict confidentiality and exercise discretion in all matters related to personnel, safety, sales, and proprietary business records.

Key Responsibilities

Front Desk & Visitor Experience

- Serve as the primary point of contact for all visitors, vendors, and employees
- Manage building access in alignment with office security and safety protocols
- Answer and route incoming calls, take messages, and respond to general inquiries
- Maintain a welcoming, professional, and organized front office environment

Office Operations & Administration

- Manage incoming and outgoing mail, ensuring timely and organized distribution of company communications
- Maintain a clean, organized, and well-functioning office environment, including kitchen, supply areas, and common spaces
- Order, stock, and track office and operational supplies to ensure adequate inventory levels
- Coordinate meetings and events, including scheduling, room setup, and catering arrangements
- Maintain lobby and internal communication displays (TVs, announcements, and messaging boards) to ensure accurate and up-to-date information
- Support a positive and professional workplace environment by promoting organization, communication, and overall office efficiency
- Provide general administrative and project support as needed, demonstrating flexibility and a proactive approach to assigned tasks

Safety Administrative Support

- Maintain and organize safety documentation including:
 - Incident reports
 - Near-miss reports
 - Inspection records
 - Training records and certifications
- Track and monitor safety training requirements, ensuring employees are up to date on required certifications (e.g., OSHA, DOT, company-specific training)
- Assist with scheduling safety training sessions, orientations, and refresher courses

- Maintain and update safety bulletin boards, postings, and required compliance notices across office and facility locations
- Support the administration of safety programs by tracking participation, documentation, and completion (e.g., behavior-based safety initiatives, safety meetings, toolbox talks)
- Assist in preparing and distributing safety communications, alerts, and reports to internal teams
- Coordinate and maintain records for PPE inventory, including tracking distribution and ensuring adequate stock levels
- Support data entry and tracking of safety metrics, including incident logs, trends, and monthly reporting summaries
- Assist with audit preparation by organizing safety files, documentation, and compliance records for internal and external reviews
- Assist with regulatory documentation and filing requirements related to OSHA, DOT, and other applicable agencies

Vendor Compliance & COI Program

- Administer the company's Certificate of Insurance (COI) vendor risk management program
- Track and maintain vendor compliance documentation
- Communicate with vendors to obtain updated insurance certificates
- Ensure compliance with company risk management standards

Sales & Customer Administrative Support

Customer Onboarding & Account Coordination

- Coordinate new customer onboarding by gathering required documentation and information
- Assist in assigning/communicating new customers to the appropriate sales representative
- Distribute onboarding materials to internal stakeholders-

Company Communications & Events

- Support internal and external messaging to ensure timely and accurate communication
- Assist with planning and execution of company events, including:
 - Employee recognition events
 - Recruitment events
 - Community and volunteer initiatives

General Administrative & Cross-Functional Support

- Support office supply ordering and inventory management for both office and operational needs
- Assist with administrative tasks that support overall company operations, including coordination between departments
- Assist People Operations (safety and human resources) with reporting, audits, and documentation
- Support special projects and initiatives as assigned.

Flexible Support

- Perform other duties as assigned to support the sales team, office operations, and company initiatives
- Demonstrate flexibility and a proactive approach to evolving business needs

Skills and Qualifications

- Excellent verbal and written communication skills
- Strong interpersonal and customer service skills
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Strong organizational and time management skills with high attention to detail
- Knowledge of clerical procedures including recordkeeping and filing systems
- Experience working with HRIS systems for data entry, reporting, and employee records

- Ability to work independently and manage multiple priorities

Education and Experience

- High school diploma or equivalent required
- 3–5 years of administrative or office support experience preferred

Physical Requirements

- Ability to sit for extended periods and perform computer work
- Occasional light lifting (1–15 lbs.), filing, and movement
- Ability to maintain professionalism in a fast-paced environment

Employee Initial & Date

Supervisor Initial & Date

Notes: The Office Administrative Assistant’s responsibilities may extend beyond those listed here, requiring flexibility and adaptability.