**BMS Co.**

**Administrative Assistant Job Responsibilities Agreement**

This agreement outlines the roles and responsibilities of the Administrative Assistant at BMS Construction. The Administrative Assistant will support daily administrative operations, manage financial records, and assist with organizational tasks to ensure efficiency. The following responsibilities and duties are expected for the Administrative Assistant position.

**Position Title: Administrative Assistant**

**Department: Administration**

**Reports to: Erin Smith**

**Effective Date: 03/25/2025**

* **1. General Responsibilities**
* Provide administrative support to ensure efficient office operations.
* Assist with financial documentation, including **receipts, payroll, and invoices**.
* Communicate with employees, vendors, and clients regarding administrative and financial matters.
* Maintain accurate records and ensure compliance with company policies.

**2. Receipts Management**

* Collect and track receipts weekly and monthly for both **project and shop expenses**.
* Ensure all receipts include **project number, name, and necessary details**.
* Collect and file **fuel receipts** with appropriate information.
* Organize and maintain **receipt filing systems** for easy access.

**3. Payroll Tracking**

* Monitor and record **employee hours and project hours**.
* Assist in preparing **payroll reports** as required.
* Help process **Certified Payroll Reports** for government projects, ensuring submission by **Wednesdays** each week.

**4. Employee Onboarding & Documentation**

• Ensure all **onboarding documents** are completed and properly filed.

 • Upload copies of **driver’s licenses, Social Security cards, and other required paperwork** to company systems.

 • Track and manage **expense receipts, company credit card usage, fuel cards, and reimbursements.**

 • Process and track **time-off requests** and ensure compliance with **overtime policies.**

 • File **mileage and per diem reports.**

**5. Fuel Management**

* Ensure all fuel purchases are made exclusively at **QT**.
* Collect and review **fuel receipts** for discrepancies.
* Identify and flag multiple fuel purchases within the same day or any suspicious activity.
* Manage **fuel cards** and monitor **QT account statements**.

**6. Accounts Payables**

* Maintain and update a **weekly due report** for outstanding payments.
* Track **statements, past due invoices, and total outstanding balances**.
* Upload all necessary documents to **Monday.com** daily.

**7. Accounts Receivables**

* Track **outstanding invoices** and follow up to ensure payments are received on time.
* Monitor **retainage payments** and ensure they are collected as scheduled.

**8. Contract Management**

* Collect **Certificates of Insurance (COI)** from **Topher**, the company’s insurance agent.
* Request **waivers** from General Contractors if necessary for insurance policies.

**9. Project Budgets**

* Assist in tracking and managing **project budgets**, including:
	+ **Overhead costs**
	+ **Labor hours**
	+ **Materials and supplies**
	+ **Miscellaneous project expenses**

**10. Home Depot Management**

* Review and track **Home Depot account statements**.
* Collect and **organize emailed receipts** for all purchases.
* Print and file necessary **purchase receipts** for financial records.

**11. Vendor Management**

* Assist in processing and tracking **purchase orders.**
* Maintain organized records of vendor **sales receipts and transactions.**

**12. Material Orders**

* Assist with **placing and tracking material orders** to ensure timely project completion.

**13. Additional Responsibilities**

* Support management with additional administrative or operational tasks as needed.
* Maintain a clean, organized, and efficient office environment.
* Ensure compliance with **company policies, industry regulations, and financial reporting requirements**

**9. Acknowledgment**

By signing this agreement, the Administrative Assistant acknowledges their understanding of the responsibilities outlined above and agrees to perform these duties to the best of their ability while adhering to BMS Construction’s policies and procedures.

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note: This document serves as a general outline of expectations for the Administrative Assistant position and is not a contract. Responsibilities may be adjusted based on company needs and operational requirements.***