

HEART
TO
BEAT LLC
Safety Training, Consulting & Equipment

Job Title:

Office Assistant

Reports To:

The Office Assistant reports to the CEO and Partner.

Classification:

Non-Exempt

Job Overview:

A part-time position with Heart To Beat LLC, the Office Assistant reports to the CEO and Partner. The Office Assistant is responsible for the day-to-day administrative duties of the Company. The Assistant plays a critical role in organizational scheduling, calendar management, filing, accounts payable, accounts receivable, and bookkeeping. Additional duties include handling client inquiries and correspondence, and assisting with shipping and receiving duties.

Responsibilities and Duties include but are not limited to:

- Answers incoming phone calls and returns client messages and calls as necessary.
- Handles incoming and outgoing mail and overnight packages.
- Oversees incoming products and supplies throughout the week.
- Oversees Company vehicle scheduled maintenance.
- Coordinates state registration requirements with the Company's outside consultant.
- Ensures Company invoices are paid in a timely manner.
- Follows up on outstanding accounts receivable.
- Coordinates and/or leads projects with outside vendors, such as brochure and website updates.
- Prepares bids and proposals for clients' work, which are sent to the CEO for approval.
- Manages the Company's cloud-based filing system.
- Prepares letters, memos and correspondence as necessary.
- Manages calendars including scheduling meetings for the CEO and Partner.

Qualifications:

- High School Diploma or greater.
- Must currently possess or obtain American Heart Association (AHA) or American Safety and Health Institute (ASHI) and student level certifications within the first 60 days of employment.
- Ability to speak confidently and professionally in a business setting.
- Ability to lift 20 or more pounds independently.
- Must be enthusiastic, responsible, articulate, flexible, and well organized.
- Must have the ability to work from the Company's Baltimore County office most of the time.
- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check and drug test.

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. The position may require occasional lifting of products weighing up to 20 pounds.

Position Type and Expected Hours of Work

This is a part-time position estimated to be 20 hours per week. The Company may periodically request evening and/or weekend work, estimated to be 2-3 hours at a time.

Travel

This position rarely requires local travel other than to and from the Company's office.

Work Authorization/Security Clearance

All employees must complete I-9 authorization within first three days of employment.

AAP/EEO Statement

Heart To Beat is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.

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.

Signatures

This job description has been approved by all levels of management:

Manager _____

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

Employee _____ Date _____