

JOB DESCRIPTION: PSO Administrative Assistant

Summary

The person in this position will perform administrative and office support activities for the Project Support Office (PSO) and/or project managers to facilitate the efficient operation of the organization.

Essential Duties and Responsibilities

General office duties to include preparation of correspondence both internal and external including submittal/RFI documentation, filing, faxing, organizing internal documents including electronic filing, scanning, organizing meetings including scheduling and document preparation, acting as scribe for company meetings, including taking notes, post meeting preparation of action items and meeting minutes, and other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Organization and attention to detail are critical. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Computer skills and proficiency working with Microsoft Office software including Outlook, Word, Excel. Knowledge of Microsoft Visio, Sharepoint, Project and Procore strongly preferred, but not required.
- Knowledge of operation of standard office equipment (e.g. printer, copier, scanner).
- Demonstrated organizational and time management skills.
- Familiarity with project-oriented organizations.
- Ability to work collaboratively in a team environment, as well as independently, with minimal supervision.

Language Ability

Adequate conversational English is required in order that the individual be able to take direction from management, understand how to complete job tasks, communicate adequately with co-workers and customers, understand and follow safety guidelines, and understand the Alliant Technologies Employee Handbook and all company policies. Must be able to interpret written warnings as posted in all work areas in both the Alliant Technologies office or at any work site where Alliant Technologies performs work.

Experience

◆ 2080 Nelson Miller Parkway | Louisville, KY 40223 | Phone 502-244-7313 ◆



- Minimum 2 years demonstrated office/administrative experience, preferably in a project type environment.

**Alliant Technologies
Job Demands**

Position: PSO Administrative Assistant

Physical & Mental Demands	Extent			
<i>Physical Demands</i>	Continuous Over 70%	Frequent	Occasional	Rarely
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering 1-15 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15-30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Hand/Eye Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mental Demands</i>	Continuous Over 70%	Frequent	Occasional	Rarely
Concentration on detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span 1+ hours on a task	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Ability to remember multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	Continuous Over 70%	Frequent	Occasional	Rarely
Exposure to toxins, cytotoxins, poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Requirements	Is Crucial	Is useful		
See	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Distinguish colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hear/Listen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Taste	<input type="checkbox"/>	<input type="checkbox"/>		
Smell	<input type="checkbox"/>	<input type="checkbox"/>		
Touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Speech	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Mental Effort	Work Environment
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<p>Check all functions performed on a daily basis...</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Basic arithmetic <input type="checkbox"/> Advanced mathematics <input type="checkbox"/> Weighing/measuring <input checked="" type="checkbox"/> Visualizing conclusions <input checked="" type="checkbox"/> Analyzing data <input checked="" type="checkbox"/> Searching for solutions <input type="checkbox"/> Creating methodologies <input checked="" type="checkbox"/> Conducting research <input type="checkbox"/> Managing resources <input type="checkbox"/> Evaluating performance of others 	<p>% of time spent:</p> <p>100 Indoors</p> <p>0 Outdoors</p> <p>The air is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean/Normal/Average <input type="checkbox"/> Dusty/Dirty <input type="checkbox"/> Wet/Humid <input type="checkbox"/> Affected by smoke, fumes, etc. <p>You work on a surface that is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Level <input type="checkbox"/> Uneven <input type="checkbox"/> Sloping <input type="checkbox"/> Slippery <p>Noise level is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Loud
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Acknowledgement of Job Description/Demands

Position: Administrative Assistant, PSO

I acknowledge that I have received and reviewed the job description for the position above, including the demands associated with this position.

Signature

Date

Printed Name

