



**The following is an inclusion into the Hagar Enterprises, Inc. employee handbook. This has been introduced to better the understanding and expectations of each role and responsibility. This insert does not take precedence over any contractual or proposal for a specific employee in the hiring process. It is the policy of Hagar Enterprises, Inc. to encourage anyone regardless of age, sex or race to apply and hold this and all positions.**

**Title:** Administrative Assistant

**Term Status:** The position of Administrative Assistant is a full time position with a possible reduction in hours for the months of January, February and March.

**Description:**

The administrative assistant will be responsible for ensuring that all operations of the office are being addressed or completed. This will include contact with customers both in the field and at the office. The administrative assistant will typically be in the office but may be needed to participate in the other aspects of the business. (Picking up parts, dropping guys off at another site, picking up checks or bills etc.)

Duties will include but not be limited to the following.

- Manage customer relations through the office via phone and in person.
- Utilize a computer.
  - Entering invoices, bills, receivables, estimates
  - Creating proposal packets for potential customers
  - Drafting letters or other correspondence
- Filing of all documents.
- Assisting in the management of employee records and evaluations.
- Basic cleaning duties (vacuuming, windows etc) of the office.
- Basic outside grounds maintenance.
- Ordering materials, supplies from vendors.
- Communicating with employees, crews via two way radio.
- Bringing files, documents or personnel to a job site with a company vehicle.
- Assisting with insurance audits.
- Completing projects for supervisors of various types.

**Pay Scale:**

Pay will be based on an individual basis and adjusted based upon performance evaluations, ambition and adaptability. Thirty day, Sixty day and one year evaluations will be conducted on all new employees of this position or sooner if requested by the employee or supervisor.

**Benefits:**

Benefits will include the following

- Vacation (As outlined 302 of employee handbook)
- Holiday Pay (As outlined 303 of employee handbook)
- Sick Leave (As outlined 305 of employee handbook)
- Retirement Plan
- Company Clothing
- Use of company Assets

**Hours:**

An average of forty hours per pay period.  
Eligible to work overtime as needed.

**Requirements:**

A valid Maine Class C License  
Ability to pass a drug screening test.  
Ability to use Windows based computer system.