

Administrative Specialist – full time – pay range \$13-16/hr

As the Administrative Specialist, you will have the responsibilities listed below.

Specific Responsibilities:

- Manage company credit card balance - verify transactions
- Manage company fuel card balance – verify transactions and use to flag necessary vehicle maintenance
- Coordinate vehicle repairs, maintenance, and registration/renewal
- Process bills and submit to Controller for payment, including matching POs with invoices
- Coordinate licensing testing for technical staff and renew licenses
- Review and track monitoring service invoice items (i.e., National Monitoring, NAPCO, SecureCom)
- Request and maintain up-to-date vendor paperwork (e.g., contracts, W9s, COIs) – beginning of each calendar year and July for BWC certificates
- Provide up-to-date Cline Fire paperwork to vendors (e.g., contracts, W9s, COIs), updating and verifying business insurance coverage as needed
- Coordinate property maintenance and utilities
- Conduct clerical duties as needed, including, but not limited to filing, answering phone calls, responding to emails, and preparing and/or retrieving documents
- Complete required employment paperwork in a timely and professional manner
- Other duties and responsibilities as assigned

Shared Responsibilities:

- Update/maintain customer folders and electronic records, including updating customer contacts in Pivot, as requested
- Proactively, periodically review customer contacts and verify with customer
- Process approved quotes
- Proactively follow up on sent quotes that have not been approved
- Make follow-up calls to customers who recently received service

Position Requirements:

- Commitment to keeping company sensitive information confidential inside and outside of the company
- Effective written and verbal communication skills
- Strong Microsoft Excel and Outlook capabilities
- Well-developed organizational and prioritization skills
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- High school diploma or equivalent
- Ability to pass a drug test and background check

Compensation:

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.