



Office Assistant Job Description

Role and Responsibilities

Job Responsibilities:

- Forwards information by receiving and distributing communications
- Collecting and mailing correspondence; copying information
- Serves members by backing up dispatcher; answering questions; forwarding messages
- Updates job knowledge by participating in educational opportunities
- Training and class attendance
- Enhances organization reputation by accepting ownership for accomplishing new and different requests
- Exploring opportunities to add value to job accomplishments
- Weekly or bi-weekly scheduling of drivers

ILF Transportation is an equal opportunity employer.

All positions will be cross-training in all areas of ILF Transportation.

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