

ADMINISTRATIVE COORDINATOR I

Solid, Hazardous, & Recycling Waste | Solid Waste



SUMMARY

Perform various clerical duties such as filing, answering the telephone, filing, and compiling reports. Responsible for operating computerized industrial scale servicing and checking material content of vehicles in the absence of the scale operator. Handle cash receipt tickets and perform maintenance on user fee accounts.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Must be willing to work extra hours during normal work week and/or weekends and holidays.

SHIFT

6:30 a.m. to 4 p.m.

LOCATION

Ashland Sanitary Landfill

REPORTS TO

Office Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Plant environment in various climates and conditions, including exposure to noise, heat, cold, and dust.

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

- Process repetitive documents or transactions in accordance with established procedures. Compiles special reports.
- Perform general clerical work such as answering the telephone, filing, sorting, handling complaints, greeting visitors, and answering routing questions and furnishing information when possible.
- Handle cash receipt tickets once the cash receipt book is signed and until the funds and receipts are turned back in.
- Perform maintenance on user fee accounts. Organize and expedite work through supervisor's office. Initiate follow-ups.
- In the absence of the scale operator, responsible for operating the computerized industrial scale servicing the Terrebonne Parish Pick-up Facility, Compost Facility, and Terrebonne Parish Construction and Demolition Landfill. Assist in checking material content of vehicles entering the landfill for disposal purposes to ensure that only the authorized material is introduced into the landfill.
- Dispatch knuckle boom operators daily.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Be capable of operating computerized scale, calculator, copy machine, telephone, computer, fax, typewriter, and any other equipment required to perform job functions.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required with a minimum of two years of office experience or related field.
- Possess and maintain a valid Louisiana driver's license.