



Job Description

Rev H

Approval Date: 08/20/2024

Job Title: Office Assistant

SOC: 43-9061 and 43-2011

Description: The Office Assistant will perform administrative and clerical tasks, such as answering phones, providing general information, and preparing and maintaining documents. This position also serves as administrative support for multiple departments in order to achieve and maintain an efficient office environment.

Classification: Non-Exempt

Status: Full-time hourly

Supervisor: Technical Support Supervisor

Worksite Address: XLT Ovens
7761 West Kellogg Drive
Wichita, Kansas 67209

Work Schedule: Office per Employment Manual
Regular, Reliable, and Physical On-Site Attendance Required

Holidays Observed: Per Employment Manual

Pay: Per Wage Scale

Benefits: Per Employment Manual

Travel: This position requires no overnight travel

Primary Responsibilities:

1. Abide by the Quality Management System.
2. Understand that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements.
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs.



Essential Functions: This position will perform the below listed duties consistently, accurately, timely, safely, and at the lowest feasible cost:

1. Answer main office phone line to direct calls, provide information and/or deliver accurate messages, and route calls
2. Direct incoming emails appropriately
3. Inform Team Members of visitor arrivals or cancellations
4. Operate standard office equipment such as computer, scanner, photocopying equipment, etc.
5. Print documents as needed, including, but not limited to, Product Manuals
6. Scan and file documents to server
7. Monitor and maintain office supplies
8. Practice 5S
9. Perform any and all other duties as assigned by the President

Computer Skills: Basic computer, E-Mail, and web skills are required. Most of the documentation and training is done through the use of computers.

Licenses Required: None

Travel Documents: None

Experience Required: Prior office, customer service or equivalent experience, preferably in a manufacturing environment.

Training Required: Per Training Time Table

Education Required: High School Diploma or GED.

Physical Requirements:

1. Must be able to sit at a desk and use a keyboard and mouse for up to 10 hours per day.
2. Must be able to lift 25 pounds.
3. Must have good close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Requirements:

1. Must be able to count, add, subtract, multiply and divide.
2. Must be able to read, speak, and write English.
3. While talking to others, convey information effectively.
4. Must be able to judge distances, shapes, and fits.



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Skills Required:

1. Excellent listening skills
2. Organizational skills
3. Work management and prioritizing skills
4. Proficient communication skills both verbal and written
5. Ability to work under pressure individually and as part of a team
6. Attention to detail
7. Interpersonal skills

Work Environment: Exposure to a typical office environment.

Reading Requirements: XLT Quality Manual
 Kaizen Revolution
 Little Big Things
 How to Win Friends and Influence People

The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as an exhaustive list of all duties, responsibilities, and requirements.

XLT commits to sharing a portion of the annual profits with all eligible Team Members, and promises to never institute a lay off.

I _____ commit to, and am responsible for, the satisfactory execution of the
 (Team Member Name)
 primary responsibilities and essential functions described above.

In addition, I commit to reading, understanding, and applying the techniques, tactics, and procedures as described in The Kaizen Revolution book.

Employee Signature: _____ Date: _____

