

Job Description – Fabrication Receptionist

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Fabrication Receptionist.

2.0 General:

Add value to company projects with effective assistance in technical productivity.

3.0 Tasks and Responsibilities:

The Fabrication Receptionist shall be responsible for, but not limited to, the following:

- Daily
 1. Responsible for LPP reception coverage; answering main switchboard, greeting visitors and checking/distributing mail.
 2. Create matrix and transmittal, print, copy, stamp and distribute drawings for the Shop
 3. Update the Recordable Incident board
 4. Schedule Conference Rooms
 5. Have applicants fill out applications and background checks, when needed, and check for completeness.
 6. Update maintenance Tacking System (Inspections and Work orders)
 7. Ensure Safety Training and STARRT Cards from each Department are turned in, scanned and put into Documentum
 8. Maintain HSE personnel roster
 9. Complete check requests for the Safety/QC Departments and turn in to Accounting
 10. Maintain log on Safety Supplies for shop employees and generate check request for employees to get paid for there safety boots
 11. Distribute PPE to all visitors going into the shop
- Weekly
 1. Project Labor Status Report – update, convert to PDF file, print, copy and distribute.
 2. Piping Productivity – collect data, update, print, copy and distribute.
 3. Office Supplies – order, distribute, store.
 4. Maintain files on general safety reports, safety inspections and preventative maintenance inspections for all shop equipment and put into Documentum

- Monthly
 1. Productivity Report
 2. Take pictures at the end of each Kaizen events and keep records
 3. Schedule supervisor safety meetings and distribute minutes of meeting
 4. Maintain Calibration Log and schedule for the Maintenance Department
 5. Maintain records for all of the shop Environmental suppliers.

- Yearly
 1. Maintain equipment inventory log.
 2. Generate reports on the amount of Environmental items that went in and out of the shop for that year

- As Needed
 1. Maintain Key Box
 2. Make emergency Response Announcements when required
 3. Company Truck – issue key when needed with proper ID, maintain log, complete expense account with credit card for gas.
 4. Provide back-up on Time and Attendance
 5. Skid Check – Out Notice – Type and distribute memos.

4.0 Education and Experience Required:

- High School Diploma/ GED.
- Minimum two (2) years experience.

5.0 Skills Required:

- Effective communication.
- Effective computer skills – Microsoft Office software, Lotus Notes, Documentum, and other Company and discipline specific software applications.
- Effective analytical and problem solving skills
- Effective organizational skills including the ability to prioritize and plan work.
- Must be detail oriented with the ability to multi-task.

6.0 Travel Percentage:

- 0%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach

with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently be able to lift and/or move up to 10 pounds and occasionally be able to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- Fabrication

9.0 Reports To:

- Director of Fabrication

10.0 FLSA Status:

- Non-exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 02

13.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____