



Job Description –Manager of Administration Lawler-Wood Pantex, LLC

PRIMARY FUNCTION:

Responsible for the overall management of the Company's Administrative Department at Lawler-Wood Pantex. Duties include but are not limited to; managing Human Resources Department and Payroll and Benefits Administration; Contract and Professional Agreement processing, invoice processing and management, Customer/Staff Relations Programs and related actions. Position will report directly to the Facilities Manager. The following describes the major functions of the job but is not intended to be all-inclusive:

JOB DUTIES AND RESPONSIBILITIES:

1. Manage Human Resources, Payroll and Benefits Administration.
2. Manage employees within the Administration Department.
3. Effectively recommend hiring, firing, promotion and demotion of direct reports and non-exempt employees.
4. Exercise independent judgment in developing and administering Human Resource, Payroll and Benefits Administration Policies.
5. Perform complex analysis on individual task and project basis.
6. Effectively interact with tenant and facility management staff.
7. Directs the processing of Contracts and Professional Agreements.
8. Supervises Departmental Telecommunications, two-way radio and mail reception.
9. Manages invoice control system and assists in annual departmental budget preparation.
10. Maintains employee time and related records in coordination with home office.
11. If required, administer the Collective Bargaining Agreement in a fair and consistent manner.
12. Coordinate, schedule, and maintain records for safety and work related training.
13. Coordinates and conducts HR and Benefits training sessions and seminars.
14. Maintains a functional awareness of the typical hazards of the work place.
15. Promptly reports accidents on the job, preparing and submitting accident reports; follow up on staff absences due to work related injuries.
16. Analyze assignments, gather data and information, determine and evaluate solutions and alternatives and provide final recommendation.
17. Effectively communicate orally, in writing and electronically.
18. Complete all assignments, meeting established deadlines.

19. Use of sound and independent judgment.
20. Develop operational and procedural manuals, administrative policies, procedures and practices.
21. Maintain Business Sensitive Confidentiality.
22. Maintain accuracy and attention to detail in a fast-paced environment of changing priorities.
23. Perform all other duties as assigned.

JOB QUALIFICATIONS:

- Work specific skills must be acquired during Introductory Period.
- Reasonable physical abilities are required to perform the job duties.
- Five (5) years' experience in office management and administration.
- Minimum of two (2) years' experience working with Microsoft Outlook, Word, Excel, Power Point and with some experience with Adobe Pro.

EDUCATION:

Minimum two (2) years of relevant education from accredited college or university or equivalent work experience.

REQUIREMENTS:

- Must be able to obtain or possess and maintain an active DOE "Q" level clearance.
- Strong oral written and computer skills including keyboard proficiency.
- Must be able to wear all prescribed safety equipment.
- Must possess and maintain a valid Texas Driver License.
- Pass a Pre-Employment Drug Screen and Random Testing.
- Must pass all Pantex on-site training in a timely manner (e.g., etc).
- Pass Pre-Employment Physical.
- Must be willing to work overtime as required.