

**DUCOMMUN INC.
JOB DESCRIPTION**

Job Title: Clerical Assistant	Job Code: 000097
DIV/Location/Dept: DAS/PAR/Varies	# Employees Supervised: N/A
Reports To: Varies By Dept Assigned	FSLA Status: Non-Exempt

Job Summary & Essential Functions: The following describes in general terms the purpose and scope of the position. Supports the administrative and production functions of the company with tasks and projects.

General Clerical Duties:

- General clerical duties may include – answering the telephone, greeting visitors, and sorting mail
- Computer data entry
- Scanning and filing
- Other duties as assigned

Continuous Improvement Assistant Duties:

- Observe individuals and tasks performed to document elements and time.
- Complete observation sheets and standard work combination sheets
- Identify value added elements in observation sheets.
- Other duties as assigned.

Purchasing Assistant Duties:

- Review purchase requisitions.
- Evaluates and selects suppliers.
- Evaluates bids from suppliers.
- Arrange, negotiate and contract for purchases.
- Types and issues purchase orders.
- Follows company policies regarding purchase order review/approval including Sarbanes Oxley requirements.
- Receive and review all local tickets for completeness and accuracy including general ledger account coding and sales tax coding prior to submitting to accounting.
- Make local pick-ups for supply items to support the shop.
- Review and maintain purchase order and requisition files/reports.
- Continuously improve the purchasing process and contribute to the teamwork necessary to continuously improve other processes.
- Responsible for the proper handling and management of hazardous waste generated in their work area.

- Other duties as assigned.

Required Skills & Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, qualifications, competencies, abilities and any physical demands if required. Physical demands are representative of those that must be met by an employee to successfully perform the essential requirements of this job.

- Ability to work independently and a good memory for detail
- Ability to multi-task is a must
- Strong analytical and communication skills
- Conscientious, organized and meticulous – records must be accurate and maintained
- Read and understand internal procedures and policies
- Understand and follow through on both verbal and written instructions
- Team oriented with a continuous improvement outlook
- Able to learn new screens, reports, functions and simple software programs with assistance
- Regular reliable attendance is required

Required Experience/Education/Training/Certifications: To perform this job successfully, an individual must possess the outlined experience level, education, training, minimum years of experience, product or industry knowledge plus any certifications in order to be considered.

- High School Diploma; up to 3 years related experience in job function and/or training; equivalent combination of education and experience
- Must be able to type and operate an adding machine
- Computer knowledge and skills, i.e. MS Word and Excel

Work Environment and Safety Equipment Required: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Must have good finger dexterity for computer data entry.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to effectively communicate.
- Working conditions will vary based on assigned task.
- Noise level is moderate in office environment and moderate to loud in manufacturing.
- Safety glasses (ANSI Z87 compliant) required in all manufacturing areas.
- Hearing protection must be worn in designated areas.
- Fully enclosed shoes, leather construction, must be worn in all manufacturing areas.

Management reserves the right to add, modify, change or rescind the work assignments in accordance with business needs, and to make reasonable accommodations so that qualified employees can perform the essential function of the job.

Manager/Supervisor Signature: _____ Date: _____

Printed name: _____ Job Title: _____

Employee Signature: _____ Date: _____

Printed name: _____ Job Title: _____

HR Signature: _____ Date: _____

Printed name: _____ Job Title: _____