



**Morrison Pump Company**

**Office Manager**

---

**Department:** Sales

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Monday - Friday 8:00 a.m. – 5:00 p.m. Additional hours as required.

**Job Status:** Full Time

**Reports To:** VP Sales/VP Engineering

**Amount of Travel Required:** Minimal

**Positions Supervised:**

---

### **POSITION SUMMARY**

Manage project order entry between local office and corporate office, manage project accounting ledger in cooperation with corporate accounting office, international and domestic shipping coordination and documentation. Manage office material needs/inventory and overall office operations support.

---

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily.

#### **Essential Functions Statement(s)**

- Demonstrate independent judgment, strong sense of ownership, positive attitude, self-motivation, and accountability
- Create and maintain projects and project information via Syteline software.
- Maintaining project ledger in coordination with accounting department regarding payables and receivables in accordance with contractual obligations.
- Organize and manage weekly project status meetings.
- Provide support on projects, coordinate meetings, and business activities
- Coordinate international and domestic transport of project hardware and machinery.
- Occasional same day travel for project support and documentation purposes.
  
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).

### **POSITION QUALIFICATIONS**

## **Competency Statement(s)**

- Judgment - The ability to formulate a sound decision using the available information.
- Decision Making - Ability to make critical decisions while following company procedures.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

## **SKILLS & ABILITIES**

- Education:** Bachelor's Degree or an Associate degree (A. A.) from two-year College or technical school; or 3 plus years related experience and/or training; or equivalent combination of education and experience.
- Computer Skills:** Must be computer literate and must be proficient with Microsoft Office (Word and Excel), experience with Syteline
- Other Requirements:** Excellent written and verbal communication skills.  
Bilingual (English/Spanish) preferable.

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	F
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

## WORK ENVIRONMENT

Office

---

---

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.