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# Example of General Assistant Job Description

Our growing company is looking to fill the role of general assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general assistant

* May perform tasks that require repeated heavy lifting or long periods of repetitive physical tasks (e.g., snow shoveling, moving fuel drums by hand)
* Required to work outside on various jobs in extreme cold weather conditions for long hours, particularly when assigned to the Field Area
* If hired within the Field Area, may travel to and live in remote field locations
* Depending on location, may provide assistance with tasks that may include, but are not limited to, cooking and galley tasking, cleaning, vehicle or equipment maintenance, cargo handling, inventory, fueling, waste handling, communications duties, snow melting, skiway maintenance, flagging activities, ship offload activities, and construction/maintenance activities
* May operate vehicles such as trucks, passenger vans, UTVs, snowmobiles, Pisten Bully, and small forklifts or loaders
* May provide grantee support on station or in the field
* Interacts with National Science Foundation, other sub-contractors
* Swarf skip maintenance
* Toting stores management / toting cleaning
* Mixing soluble oils and checking coolant strength and p.h

## Qualifications for general assistant

* On the shop floor, you’ll help customers find what they want, explain anything they need to know, and help to make sure the products they love are always on the shelves
* Friendly, polite and helpful
* Customer service experience is a bonus but not essential
* A reasonable level of fitness is required
* Minimum of 3 years of operations experience or upscale customer service experience- preferably in a position(s) that incorporate both
* Administrative/office management experience required with strong data/file management