



# BPS TACTICAL, INC.

2165 E Colton Avenue, Mentone CA 92359 | Mailing: P.O. Box 868, Mentone CA 92359  
Phone: (909) 794-2435 | Fax: (909) 794-4033 | E-mail: [bpstactical@aol.com](mailto:bpstactical@aol.com)

Position title	Department	Reports to
Office Assistant	Office	Office Manager
Employment status	FLSA status	Pay Scale
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	\$20.00-\$30.00

### Position Summary

BPS Tactical, Inc. is a family-owned and operated company established in 1975. BPS Tactical, Inc. is a custom law enforcement apparel and equipment designer, manufacturer, and retailer. We manufacture law enforcement products emphasizing quality in its custom creation of tactical equipment and nylon duty gear. All our products are strongly sewn with only the finest quality American-made materials for maximum wear. We are deeply concerned about product quality and customer satisfaction, so we only sell directly to our customers and law enforcement. This allows us to reduce costs and maintain strict quality control measures to ensure every product meets our standards. When durability counts, you can count on BPS.

The Office Assistant is responsible for performing various clerical and administrative duties to be assigned in accordance with the office procedures. Office Assistant reports to the Office Manager and assists other employees as needed. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. Other duties may be assigned as needed.

**Duties and Responsibilities** include the following. Other duties may be assigned as required by business needs.

- Assist the Office Manager in daily operations.
- Enters new customer data and other transaction data for current customers into computer database.
- Answer phones and take messages.
- Provide customer service as needed.
- Process & handle transactions.
- Coordinate with the Office Manager to create and distribute invoices and quotations.
- Organize and keep track of pending quotations and purchase orders in production.
- Maintains filing systems.

### 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience. Prior experience in an office setting.

### Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### Math Ability:



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Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of order processing systems and manufacturing software.

### **Equipment:**

Computers, printers and scanners, telephone, filing systems, QuickBooks, and MSO Software.

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. While performing the duties of this job, the employee is regularly required to use hands and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl and talk or hear.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.