
Job Title: *Administrative Assistant*

Reports To:

The **Administrative Assistant** reports to the **Operations Manager**.

Job Overview:

A successful Administrative Assistant will contribute to our company by promoting consistency and organization. The core responsibilities and duties involve the support necessary to ensure efficient performance of construction operations and corporate services, including marketing, accounting, estimating, and human resources. Excellent interpersonal skills are essential in this role; sensitive information must be held in absolute confidence.

Responsibilities and Duties:

- Administer New Hire Paperwork and coordinate New Hire Onboarding
- Verify Employee work hours, attendance, and wages owed
- Process payroll; issue statement of payment
- Maintain employee records
- Track contract documents and follow-up on outstanding items
- Update project files with record documents and close-out information
- Enter invoices and code accurately
- Assist compiling documentation for audits
- Deliver Bids
- Plan and coordinate company events
- Schedule and organize company meetings
- Order Office supplies
- Greet guests at the front entrance

Qualifications:

- High School Diploma (Associate Degree, preferred)
- Proficient with software programs, including Microsoft Office Suite
- Detail oriented; organized; self-starter; flexible and adaptable
- Professional demeanor and appearance
- Physical abilities: prolonged periods sitting at a desk, working and typing on a computer.
- Valid Driver's License