



Office Administrative Assistant

The Office Administrative Assistant performs clerical and administrative duties for the organization to aid the team and management.

Essential Functions and Responsibilities:

- Assist with answering phones, filing, processing mail, scanning, etc.
- Assist with quality control of reports, billing, dispatches, customers, subcontractors, and vendors.
- Assist with tracking and coordination of training schedules, certifications, and registrations.
- Support on-boarding for new teammates.
- Generate subcontracts, purchase orders, and change orders.
- Maintain the preventative maintenance administrative contracts through software program.

Required Skills/Abilities:

- Effective written and oral communication skills
- Proficiency with office software like Microsoft Office Suite
- Proficiency with basic accounting and office procedures
- Effective working independent or as part of a team with proactive attitude
- Attention to detail
- Organizational skills

Benefits:

- Health / Vision / Dental Insurance
- Vacation and Holiday Pay
- 401(k) Retirement Plan
- Short-term and Long-term disability
- Life insurance
- Employee referral incentives
- Annual discretionary bonus
- Opportunities for professional development and training opportunities