

Job details

Salary

\$12 - \$14 an hour

Job Type

Full-time

Full Job Description

We are seeking a Construction Secretaries to join our team! You will perform clerical and administrative functions in order to drive company success.

Responsibilities:

- Draft and send correspondences, emails and other formal documents such as job proposals and invoices
- Plan and schedule appointments, meetings, travels, purchase of material orders
- Process different types of applications when required
- Greet and assist onsite guests
- Answer inbound telephone calls. Make outbound calls
- Develop and implement organized filing systems
- Receive, arrange, and pay bills and invoices
- Prepare, sort, attach, collect and distribute internal, outgoing and incoming correspondence and files
- Administrative duties such as typing, filing, printing, faxing and scanning
- Assist with payroll
- Run errands
- Other duties as assigned
- Office maintenance/ cleaning
- File organization
- Coordinate dumpster deliveries, swaps & pick ups
- Coordinate delivery of products
- Coordinate drivers to job sites

Qualifications:

- Previous experience in construction office administration required (at least 1 year)
- Ability to prioritize and multitask
- Strong attention to detail and high level of accuracy
- Organizational skills
- Verbal and written communications skills required in English
- Ability to apply common sense understanding to carry out instructions furnished in a written, oral, or diagram form and deal with problems in a creative manner

- Must demonstrate the ability to learn and apply procedures
- Must display a friendly and helpful attitude with clients, vendors, sub-contractors and co-workers, team player is a must
- Must display the ability to interact positively with customer and co-workers
- Must be able to work effectively independently and with others in a team environment, self motivation required
- Ability to work in a fast paced environment
- Must be able to handle working under the pressure of intense deadlines
- Regular and predictable attendance and punctuality- must be reliable, punctual and flexible

Software:

- Microsoft Word, Excel - Intermediate knowledge required
- Adobe PDF
- Internet/Emails
- Quickbooks

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Schedule:

- 8 Hour Shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Required)

Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)
- Construction office: 1 year (Preferred)

Language:

- English (Required)
- Spanish (A Plus)

License/Certification:

- Nevada Driver's License

Work Location:

- 1 Chimney Creek Rd, Spring Creek

Typical start time:

- 8AM

Typical end time:

- 5PM