



Job Description

Position Title: Admin Asst I

Reports to: Principals

Position Summary:

This full-time (40 hour/week) position provides administrative support for Principals, Project Managers and HR. In addition to typing, filing, and ordering office supplies, performs duties such as preparing RFP's, various permit applications, AIA docs and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. Provides backup support to Administrative Assistant II. Independent judgment is required to plan, prioritize and organize diversified workload.

Essential Functions/Position Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes, develops, maintains and updates filing system for the principles
- Organizes and prioritizes large volumes of information and calls
- Retrieves, sorts and distributes mail. Responds to regularly occurring requests for information
- Administers company phone system
- Answers phones and takes messages or fields all routine and non-routine questions
- Works independently and within a team on special projects for the Principals (such as completing RFP's), and Human Resources (various mailings), providing support to Project Managers, etc.
- Prepare RFP's, interview booklets, building permit applications, and AIA documents
- Process RFI's, submittals, meeting minutes, and other various documents within our Procore system
- Transcribes dictation when needed
- Keeps company website & social media pages updated
- Generate memos, emails and reports when appropriate
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face to face inquiries
- Maintain various spreadsheets/lists (subcontractor, company vehicle, etc.)
- Provide backup for Administrative Assistant II when needed



Supervisory Responsibilities

This position has no supervisory responsibilities.

Hiring Requirements/Preferences

- High School diploma or equivalent
- 2 years of administrative experience, preferably in construction industry
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented
- Exceptional communication skills
- Strong organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work
- Experience with Procore and Timberline software preferred
- Valid driver license and means of transportation

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



ESTIMATE OF PHYSICAL REQUIREMENTS

Job Title: Administrative Assistant I & II

PHYSICAL EFFORT	RARELY (15%)	OCCASIONAL (15% - 40%)	FREQUENT (40% - 70%)	CONTINUOUS (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.	X			
Dusty Environment	X			
Using Oil or Chemicals*	X			
Standing		X		
Climbing Ladders	X			
Climbing Stairs	X			
Sedentary Work**				X
Outside Work	X			
Precision Type Work	X			
Typing				X
Computer Input				X
Stooping	X			
Driving	X			
Walking		X		
Answering Phone				X
Bending		X		
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more.	X			
Acuity, Near – Clarity of vision at 20 inches or less.				X
Depth Perception – Three-dimensional vision. Ability to judge distance and space relationships.	X			
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	X			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			

Special Comments: Driving stated above is for daily mail pickup from post office as well as package drop-off or bank deposit if needed.