



Office Assistant

Reports To: Construction Manager
FLSA Status: Non-Exempt

Job Status: Full-Time
Prepared Date: 11/05/2024

POSITION SUMMARY

Provides secretarial and administrative assistance to the Construction Manager as required in the orderly management of the business. Provides support to the Human Resources and Accounting departments of the owner companies. Performs duties of highly confidential nature that require tact, discretion, judgement, analysis and broad knowledge of the company's policies and operations.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

- Responsible for typing, copying, and filing of Construction Manager's correspondence, reports, publications, and various miscellaneous items. Also performs other clerical duties such as proofreading documents, assembling packets, etc.
- Assists with the planning and preparation for Board meetings, safety meetings, employee meetings, and other industry meetings as directed by the Construction Manager. Prepares presentation materials and coordinates meeting times, locations, and other details, keeping a history of meetings.
- Responsible for recording and transcribing minutes from various meetings and conferences as designated by the Construction Manager, as well as maintaining a history of such minutes. Also responsible for distributing meeting minutes to appropriate staff or board members.
- Prepares correspondence and presentations using computer and various software, which may include word processing, database, spreadsheet, and graphics programs.
- Develop and create database and spreadsheet reports, graphs, and charts to enhance monitoring of construction projects, units place, earnings and productivity.
- Responsible for the daily activities of the office, including but not limited to incoming and outgoing mail, ordering supplies, overseeing the maintenance of office machines, shipping and receiving of parts, and maintaining a professional appearance of the office building.
- Assist, when necessary, with the travel arrangements for crews working away from their reporting location.
- Oversees the orientation of new employees, ensuring employees are enrolled in the correct benefits and the proper new hire paperwork is done. Notify employees when changes occur to the benefit package.
- Verify employee time reporting and submit for approval and processing.
- Maintains the filing system for Accounts Receivable and Accounts Payable, making sure to follow the record retention guidelines.
- Performs duties in a professional, supportive, efficient, and confidential manner.
- Maintains complete confidentiality of records and communications.
- Performs all other related duties as assigned by the Construction Manager.*
*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

POSITION QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform this job successfully.

- Knowledge of office and secretarial practices and procedures.
- Knowledge of Microsoft Word, Excel, and QuickBooks
- Knowledge of written communication practices, procedures, and formats.
- Skill in oral and written communications. Proficient and accurate typing skills.
- Skill in planning and organizing.
- Demonstrates dependability through good attendance and adherence to timelines and schedules/policies.
- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner to maintain good internal and external customer relation.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to organize and prioritize multiple work assignments and pay close attention to detail.
- Ability to work independently.
- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to identify/resolve problems in a timely manner, making sound decisions using information at hand.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to accept responsibility for conduct/actions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Knowledge and proficient use of computers is required which includes proficiency in Microsoft Word and Excel. Must possess a willingness to expand knowledge through on-the-job training and course study to be identified by the Supervisors.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and maintaining insurability under the Company's insurance plan is required

PHYSICAL DEMANDS / 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 job. 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 required to use hands to finger, handle, or feel; talk; hear; see; and sit (or stand). The employee frequently is required to walk and occasionally required to reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually quiet. Lighting and temperature are adequate. Eye strain may be a factor with considerable work on a computer.

UNDERSTANDING AND AGREEMENT

As the Office Assistant, I understand and agree to perform my job as best I can. I realize this written position description is designed to give a me a summary of major duties and responsibilities of my position. I may be asked to perform other position related tasks that may not be specifically mentioned in this description. Furthermore, I understand that my position description is to be used as a guide for conduct in employment setting and is not a contract or offer of a contract of employment terms and are subject to change at the discretion of the employer.

By signing below, I am indicating that I have read the essential requirements and responsibilities for this position.

Employee Signature

Date