

6550 Federal Blvd. ♦ Lemon Grove, CA 91945

(619) 456-4562 ♦ (619) 456-4754 fax ♦ www.pmccontracting.com

A Woman-Owned, Small Business

License # 947497

**Construction Administrative Assistant**

Paradigm Mechanical Corp. is currently looking for an experienced Construction Administrative Assistant to join our team. This is an excellent opportunity with a growing company.

**Essential Duties, Responsibilities, and Qualities:**

* No down time, our Administrative Assistant will always be working on a project, if none are presented to them they will file as well as make sure the office is stocked and organized.
* Uses time wisely for maximum productivity, does not need to wait for direction/takes initiative
* One step ahead of the game
* Problem solver, Fast learner, Tech savvy
* Observant, Multitasker, Detail oriented
* Time management skills very important
* Amazing E-mail/phone etiquette
* Focuses at the task on hand, but can prioritize the importance on other tasks that arise
* Can handle a fast-paced environment
* Never have an office item go empty
* Cleanliness and organization are key
* Able to follow clear instructions and not afraid to ask questions
* Can greet people with a smile and assist them in a professional manner
* Completes tasks diligently with a great sense of urgency
* Professional Appearance
* Willing to do whatever it takes to get the job done
* Run errands in a timely manner
* Data entry, Filing
* Other tasks assigned by management

**Requirements:**

* Prior construction office experience preferred
* Basic accounting experience is preferred
* Must be able to pass drug screening

Be sure to visit our website for more information about our company. [www.PMCcontracting.com](http://www.PMCcontracting.com)

Apply today! Please email your resume or you may apply in person at Paradigm Mechanical, 6550 Federal Blvd, Lemon Grove, CA 91945.

Paradigm Mechanical is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.