

### **OFFICE ASSISTANT (CONSTRUCTION)-CYPRESS**

We are a female-owned, highly successful, specialty commercial construction company catering to the Greater Houston Area. We have 80 employees, 15 of which are located in the office.

**POSITION DUTIES:** Reporting to the accounting manager and senior accounting admin, the OFFICE ASSISTANT duties ***include but are not limited*** to the following:

- PHONES: answer and direct light phones.
- SUPPORT:
  - Assists the service manager with scheduling field staff in addition to a variety of other routine tasks.
  - Tracks multiple tasks and project deadlines, alerting service manager of conflicts.
  - Follow up with customers to ensure receipt of signed proposals and purchase orders.
  - Ensure all field paperwork is sent into the office daily to be billed in a timely manner.
  - Invoice customers for work performed and follow up on payment as needed.
  - Update site information in the ComputerEase Service Management module.
  - Send out inspection reports to the appropriate entity.
  - Maintain and organize department records both paper and electronic
- SPECIAL PROJECTS/ OTHER:
  - ◆ Inventory and stock company shirts
  - ◆ Filing, scanning, copying, and faxing as needed
  - ◆ Aiding with administrative organization and billing periods
  - ◆ Assisting with time sheets
  - ◆ Work on special projects as assigned
  - ◆ Replenish & organize supply cabinet
  - ◆ Light errands as needed
  - ◆ Miscellaneous tasks as assigned

### **REQUIREMENTS:**

- Punctual, positive, and personable
- 2+ years of administrative office experience is a must!
- Basic knowledge of area zip codes
- Proficient in Microsoft Office including Outlook, PowerPoint, Excel, and Word
- Maintain a clean and professional appearance
- Well organized with high attention to detail and ability to work under pressure
- Self-starter with the ability to multi-task
- Quick learner
- Able to communicate clearly and professionally
- Displays team effort and dedication to customers and clients
- Thick-skinned (this is construction)

### **COMPENSATION & BENEFITS:**

- SALARY: Commensurate with Qualifications below
- Full benefits provided through our PEO
- 10 days paid vacation after the first year + customary US Holidays (9 days)
- Casual/Appropriate Dress M-F
- Hours are 8-5 M-F; no OT or weekends required

### **QUALIFICATIONS:**

- 2+ years of administrative office experience is REQUIRED.
- Administrative experience in the construction industry is PREFERRED.
- Knowledge of ComputerEase software is PREFERRED.