

# Construction Administrative Assistant

## Qualifications

- Minimum 3 years of experience in an administrative role, preferably in a construction related environment
- Must have a positive Attitude
- Strong composition and grammar skills
- Proficient personal computer skills utilizing a Microsoft Office Suite environment, including electronic mail, record keeping, routine database activity, word processing and spreadsheets
- Effective time management skills, including punctuality, flexibility, and reliability
- Strong organizational skills, including planning, scheduling, and follow-up capabilities
- Excellent oral and written communication skills
- Good judgement and strong ethics
- Possess a valid driver's license
- Gerace is a 100% drug free workplace, and a drug screen will be required prior to hire
- Candidate must be able to demonstrate the above qualifications in an interview

## Position Responsibilities:

- Administrative Assistant providing support to the Project Manager and Administrative Team
- Organize, maintain, and track project files and correspondences
- Serve as the go-to person for any project needs
- Ability to compose professional business-related correspondence
- Ability to accurately proofread documents
- Ability to set up and maintain an organized filing system
- Ability to apply common sense understanding and carry out instructions
- Ability to handle multiple tasks simultaneously and interact with all levels of the corporation
- Assist Construction Division with the following items:
  - RFI's
  - Submittal's
  - Bid requests
  - Bids received
  - Subcontracts
  - Purchase Orders
  - Prepare and organize time and material supporting documentation

Visit our website at [www.geraceconstruction.com/careers](http://www.geraceconstruction.com/careers) to submit a resume and apply for this position.

Job Type: Full-time

Pay: \$18 - \$23 per hour

Benefits:

401(k)

Health insurance

Gerace Construction Company, Inc is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disabilities, or veteran status.