

Administrative Assistant

Position Summary:

We are looking to hire an experienced Administrative Assistant to join our team. This person will provide administrative and accounting support to our team ensuring office operations run smoothly at all times.

Duties:

- Answering multi-line phone; includes setup/changes in phone system portal
- Utilize Microsoft Word, Microsoft Excel, and Adobe Acrobat to complete correspondence, quotes, job folders, transmittals and track information
- Utilize Outlook for email(s), texting, calendar / date tracking and task lists
- Help to maintain filing system, including job setup/folders and job closeout
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies and placing orders for supplies
- Help plan and organize company events
- Track company permits & certificates
- Provide assistance to estimator(s) with needs for upcoming bids
- Provide assistance to project manager(s) with closeout / project completion items
- Carries out administrative duties such as filing, typing, copying, binding and scanning
- Provide accounting support as needed
- Contributes to team effort by accomplishing related results as needed

Requirements:

- High school diploma or equivalent
- 1-2 years previous administrative experience preferred
- Working knowledge of Microsoft Office suite
- Ability to use internet for utilizing necessary sites/portals for current projects
- Ability to multi-task and prioritize responsibilities and workflow
- Excellent verbal and written communication skills
- Strong interpersonal skills to effectively communicate with both internal and external clients
- Must demonstrate the ability to perform work independently and demonstrate solid organizational and attention to detail

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Pre-employment drug testing required