CONSTRUCTION ADMINISTRATIVE ASSISTANT

Job Description:

Construction Administrative Assistants work in construction companies and are responsible for a variety of administrative and clerical tasks, such as handling phone calls and mail, greeting clients and updating records. Most Construction Administrative Assistants emphasize decision-making skills, communication abilities, attention to details and familiarity with construction terminology and construction processes.

Job Responsibilities:

* Assisting accountants and the department as directed
* Completing tasks delegated by accountants
* Filing and retrieving accounting information.
* Providing support to the foreman and other construction executives
* Performing basic office tasks, such as filing, data entry, answering phones, processing mail.
* Scheduling, organizing, and coordinating business meetings and conference calls
* Making travel arrangements for executives and preparing expense vouchers for construction purposes
* Handling communications with clients and vendors via phone, email, and in-person.
* Answer phones and emails from clients and vendors
* Send out invoices and settle accounts with vendors
* Keep track of spending by maintaining and filing receipts
* Create regular spending reports
* Maintain files of bills and invoices
* Ability to visit on-site and off-site construction locations

Job Qualifications:

* Associates in administration or related field
* Experience as a construction administrative assistant

Opportunities as a construction administrative assistant or are available for applicants without experience in which more than one a construction administrative assistant is needed in an area such that an experienced a construction administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Familiarity with construction principles
* Experience of handling administrative, secretarial, and clerical duties
* Skilled in working with Word, Excel, PowerPoint, and Adobe Acrobat