**JOB DESCRIPTION**

Job Title: Construction Job Administrative Assistant

Reports To: Darrell Burnett

FLSA Status: Non-Exempt / Hourly

Location: Pelham Office

Prepared By/Date: HR Department on January 1/11/19

Approved By/Date: CFO on 1/15/19

**Summary**: Perform routine clerical and administrative functions such as drafting proposals, scheduling appointments, organizing and maintaining paper and electronic files and providing information to callers.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Answer telephones and give information to callers, take messages or transfer calls as needed
* Open and distribute mail appropriately
* Complete forms in accordance with bidding and job requirements
* Maintain scheduling of upcoming bids and other events as needed
* Order office supplies
* Maintain electronic and paper filing system, recording information, updating paperwork, or maintaining documents
* Knowledge of administrative and clerical procedures such as word processing, managing files, creating spreadsheets, using Excel and other office procedures
* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
* Ability to provide efficient and quality customer service
* Problem solving
* Should be extremely knowledgeable with respect to Microsoft Outlook, Excel, Word and the internet
* Prefer candidate have previous experience with construction contract billing methods and overall contract administration
* Prefer candidate have some knowledge of accounting and financial budgeting
* All other duties assigned by Division Manager

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

* **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.
* **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
* **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions;
* **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
* **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
* **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
* **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.
* **Judgment** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.
* **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* **Education/Experience**: High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.
* **Language Ability**: Ability to read and interpret proposal notes & documents. Ability to speak effectively with customers or colleagues and type routine correspondence.
* **Math Ability**: Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra and geometry.
* **Reasoning Ability**: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
* **Computer Skills**: To perform this job successfully, an individual should have knowledge of Microsoft Word word-processing software; Microsoft Excel spreadsheet software.

Supervisory Responsibilities: This job have no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; sit and reach with hands and arms.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_