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# Administrative Assistant

**Classification:** Nonexempt

**Reports to:** Company Owner/ Accounting Administrator/HR

## JOB DESCRIPTION

### Summary/Objective

The Construction Administrative Assistant provides vital support to construction management teams by handling administrative tasks and ensuring smooth office operations. This role involves coordinating project documentation, managing communications, and assisting with various administrative duties to facilitate efficient project execution.

### Essential Functions

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

- Prepare, file, and manage construction project documentation, including contracts, change orders, blueprints, and permits. Ensure documents are accurately filed and easily accessible.
- Serve as a liaison between project teams, clients, subcontractors, and vendors. Handle inquiries, provide updates, and ensure effective communication.
- Assist with the preparation and tracking of invoices, purchase orders, and payment requests.
- Track and manage office supplies and construction materials. Place orders and ensure that inventory levels are maintained.
- Provide support to construction teams by coordinating schedules, managing subcontractor communications, and handling logistical arrangements.
- Collects and maintains subcontractor information.
- Process invoices into computer system.
- Review all invoices for appropriate documentation and approval prior to payment
- Distributes signed checks as required.
- Answers vendor and subcontractor inquiries.
- Performs filing and copying.
- Provide callers with company information, directions to the company, and other related company information.
- Maintain and update financial filing system. Retrieve information from files when needed.
- Organize and prioritize information.
- Schedule furniture repair deliveries.

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- Work independently and within a team when necessary.
- Type correspondence such as greeting cards, thank you notes, etc. Responsible for accuracy and clarity of correspondence.
- Complete special projects as assigned.

**Competencies**

1. Computer literate. Proficient with Microsoft Office.
2. Ethical Conduct
3. Time Management
4. Thoroughness
5. Flexibility
6. Proficient Verbal and Written Communication
7. Customer Service
8. Problem Solving/Analysis
9. Results Driven
10. Proficient with varies Office Equipment.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This position operates in a professional office environment, uses standard office equipment such as computers, adding machine, multi-line phones, photocopiers, fax machines and filing cabinets.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinet drawers and bend or stand as necessary.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week.

**Travel**

Some travel may be required.

**Requirements and Experience**

- Experience in computer applications.
- Proven organizational and leadership skills.
- Problem-solving abilities.

- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline-oriented.
- Very good knowledge of English (spoken and written)
- Excellent communication, interpersonal, and conflict resolution skills.
- Proficiency in Microsoft Office.
- Strong organizational and time-management abilities.
- Ability to work effectively in a fast-paced, dynamic environment.
- Excellent organizational and analytical skills.
- Strong communication skills and ability to work collaboratively with various stakeholders

**Additional Eligibility/Requirements**
Must possess and maintain a valid Colorado driver's license.

**AAP/EEO Statement**
Corsentino Construction is an Equal Opportunity Employer. It is our policy to recruit, hire, promote, assign, discharge and provide any terms and conditions of employment without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected characteristics. We treat all employees in a nondiscriminatory manner with respect to compensation, advancement, opportunity, and other matters. All employment decisions are based on merit, qualifications, and competence.

**Other Duties**
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**
This job description has been approved by management:

Owner: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____