



ADMINISTRATIVE ASSISTANT

Job Summary

Lawrence Construction Company is looking for an (Entry Level) Administrative Assistant to be responsible for handling clerical and other tasks in our office. **Pay will be determined, based on experience.** You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, maintaining/ordering office supplies and performing other general clerical office duties and errands.

In order for you to be selected as a candidate, you will need the ability to write clearly and be proficient with word processing and spreadsheet applications, as well as having the ability to drive a company vehicle when needed. A pleasing personality **with strong communication skills** is also highly valued.

Duties and Responsibilities

- Handling incoming calls and other communications.
- Taking and relaying detailed messages to others (both via phone and in-person).
- Managing filing system, recording information as needed.
- Handles all Company mail according to Company Policies & Procedures.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, spreadsheets and word processing.
- Organize and maintain office common areas.
- Maintain Conference Room and prepare for Meetings.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory and storage areas.
- Maintaining office equipment as needed.
- Greeting and making our Clients feel welcome.
- Creating, maintaining, and entering information into databases.
- Assist other departments (i.e., Accounting, Human Resources, Estimating, IT, etc.).
- Other duties as assigned.
- Reports to the Chief Financial Officer.

Qualifications

- High School Diploma or Associate's Degree (highly preferred).
- Experience as an Administrative Assistant or in related Customer Service field (preferred).
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.

- Reliable, self-motivated with a '**can do**' attitude.
- Have a valid driver license, with the ability to be able to drive Company vehicle when needed.
- Honesty, trustworthiness and the ability to maintain confidentiality is an absolute must.
- Be a professional representative of Lawrence Construction Company in front of our Clients.

Benefits

- Competitive Wages
- Health, Dental and Vision Insurance
- 401k with company match up to 5% (once eligibility requirements have been met)
- Training
- Ability to advance your career within the Organization.