OFFICE ASSISTANT (CONSTRUCTION)-CYPRESS
We are a female-owned, highly successful, specialty commercial construction company catering to the Greater Houston Area. We have 80 employees, 15 of which are located in the office.

POSITION DUTIES: Reporting to the accounting manager and senior accounting admin, the OFFICE ASSISTANT duties include but are not limited to the following:

• PHONES: answer and direct light phones.

• SUPPORT:
  ➢ Assists the service manager with scheduling field staff in addition to a variety of other routine tasks.
  ➢ Tracks multiple tasks and project deadlines, alerting service manager of conflicts.
  ➢ Follow up with customers to ensure receipt of signed proposals and purchase orders.
  ➢ Ensure all field paperwork is sent into the office daily to be billed in a timely manner.
  ➢ Invoice customers for work performed and follow up on payment as needed.
  ➢ Update site information in the ComputerEase Service Management module.
  ➢ Send out inspection reports to the appropriate entity.
  ➢ Maintain and organize department records both paper and electronic

• SPECIAL PROJECTS/OTHER:
  ♦ Inventory and stock company shirts
  ♦ Filing, scanning, copying, and faxing as needed
  ♦ Aiding with administrative organization and billing periods
  ♦ Assisting with time sheets
  ♦ Work on special projects as assigned
  ♦ Replenish & organize supply cabinet
  ♦ Light errands as needed
  ♦ Miscellaneous tasks as assigned

REQUIREMENTS:
• Punctual, positive, and personable
• 2+ years of administrative office experience is a must!
• Basic knowledge of area zip codes
• Proficient in Microsoft Office including Outlook, PowerPoint, Excel, and Word
• Maintain a clean and professional appearance
• Well organized with high attention to detail and ability to work under pressure
• Self-starter with the ability to multi-task
• Quick learner
• Able to communicate clearly and professionally
• Displays team effort and dedication to customers and clients
• Thick-skinned (this is construction)

COMPENSATION & BENEFITS:
- SALARY: Commensurate with Qualifications below
- Full benefits provided through our PEO
- 10 days paid vacation after the first year + customary US Holidays (9 days)
- Casual/Appropriate Dress M-F
- Hours are 8-5 M-F; no OT or weekends required

QUALIFICATIONS:
- 2+ years of administrative office experience is REQUIRED.
- Administrative experience in the construction industry is PREFERRED.
- Knowledge of ComputerEase software is PREFERRED.