

Office Administrator Posting:

The Position:

We are seeking a full-time **Office Administrator**.

Job Duties/Responsibilities:

- Accounts payable and accounts receivable administration and support
- Prepping bi-weekly payroll and send to bookkeeper
- Receive incoming telephone calls, emails, and office visitors
- Liaise with current and prospective clients via email and telephone
- Schedule meetings with clients, company owner, and staff
- Prepare, draft, and proof estimates for prospective clients
- Schedule projects and coordinate with various sub-trades
- Schedule equipment rentals
- Perform routine clerical duties including writing, filing and word processing
- Receive client payments in person and via phone
- Maintain written service and repair records for company equipment/etc.
- Monitor and schedule repairs and services for company equipment/etc.
- Price out and procure parts and supplies for in-house mechanic
- Receive incoming parts and supply orders
- Inventory parts and supplies
- Replenish supplies for office workstations on a regular basis
- Perform basic cleaning duties around office and office common areas
- Maintain company website, google profile, and social media profile
- Perform other related duties as assigned

Job Requirements:

- Completion of Grade 12 or equivalent required
- Previous office administration or equivalent experience required
- Drivers License and reliable vehicle required
- Proficiency with office equipment, computers, email, Internet, word processing, and keyboarding skills required
- Excellent interpersonal, oral, and written communication skills
- Exceptional organizational and time management skills, and the ability to multitask effectively
- Strong attention to detail

- The ability to work well under pressure and respond to requests and situations with an appropriate level of urgency
- The ability to work in a team environment and to work independently, with minimal supervision
- Respect and maintain confidentiality in the best interest of the organization

Compensation:

- ✓ Starting wage \$22.00-\$26.00 per hour / negotiable / based on experience

Important Application Details:

Please send a detailed cover letter (one page max.) and resume outlining your relevant work experience to office@rivercityminiexcavating.com. PDF files only. No Word Docs or Google Docs.

Please subject your email: "Office Admin Application – YOUR FIRST NAME, YOUR LAST NAME"

Deadline: Open Until Position is Filled