



# JOIN OUR TEAM!

EMAIL YOUR RESUME AND COVER LETTER TO [info@panelsandsteel.com](mailto:info@panelsandsteel.com)

## CONSTRUCTION ADMINISTRATIVE ASSISTANT

We are currently seeking an Administrative Assistant who will take the lead in managing project and job administration processes while also providing support to project managers and the corporate office with various administrative tasks



### QUALIFICATIONS:

- Proficiency in Microsoft Office applications (Excel, Word, Outlook). Familiarity with construction management software such as Procore/eSUB is a plus.
- Strong organizational and time management skills.
- Attention to detail and the ability to work independently.
- Bilingual proficiency in Spanish/English is required.

## **KEY RESPONSIBILITIES:**

- Oversight of project documentation, including submittals, change orders, RFI's, purchase orders, and close-out documents.
- Providing administrative support to the Project Management team.
- Attendance at construction meetings to take notes and distribute reports as necessary.
- Assisting in maintaining accurate project financial records, encompassing accounts payable, accounts receivable, and project forecasting.
- Maintenance and monitoring of weekly Team sheets.
- Support the payroll process as needed by verifying time.
- Any and any additional administrative duties as required.

## **JOB TYPE:**

Full-time Pay: \$18-20 per hour, depending on experience

Schedule: Monday to Friday

Work Location: In-person

## **BENEFITS:**

- Health Insurance (Medical, Dental & Vision)
- Paid time off (vacation, sick leave & holidays)
- 401K with matching contributions