



## **Position Title: Administrative Assistant**

### **Position Overview:**

The Administrative Assistant shall support the office personnel of Wells Brothers Construction in various capacities in order for the company to continue to be the leader in civil construction services in Eastern North Carolina. The Assistant shall be a dependable, highly self-motivated, professional, and detail oriented individual capable of performing a variety of office tasks.

### **Responsibilities:**

- Project Management:
  - Pay application administration
  - Submittal tracking
  - Subcontractor/Vendor compliance
  - Current plan and drawing administration
  - Change order tracking
- Preconstruction:
  - Solicit vendor and subcontractor participation
  - Monitor disadvantaged business participation and manage good faith efforts as necessary
  - Organize & prepare bid documents
  - Attend prebid meetings and bid openings
- Accounts Receivable:
  - Pay application administration
  - Payment procurement
- Process incoming and outgoing mail.
- Maintain office supplies
- Responsible for record storage and audit prevention
- Maintain Wells Brothers strategic outlook and corporate values

### **Necessary Skills:**

- Excellent verbal and written communication skills
- Strong computer skills and software proficiency including Microsoft Word, Excel and Outlook
- Excellent professional judgment
- Strong prioritization and organization skills
- Strong phone etiquette
- Ability to multi-task
- Strong attention to detail

### **Employment Requirements**

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verify

- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**Desired Minimum Qualifications and Knowledge:**

- 4-year College Graduate
- Valid Driver's license
- Typical construction paperwork and communication channels

**Supervision (Given and Received):**

- Receive direct supervision from project executives, managers, estimators and company principals

**Working Conditions:**

- Environmental:
  - Outside weather conditions, exposure to dust and inclement weather
  - Works near moving mechanical parts
  - Exposure to vibration
  - Exposure to wet, hot and humid conditions
  - Noise levels are usually high
- Physical:
  - Use of hands and fingers to handle, feel or operate tools and equipment controls.
  - Reach with arms to access tools and equipment controls.
  - Must be able to stand, talk, and hear.
  - Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Travel
  - Travel is primarily local during the business day.
- Expected Hours of Work
  - This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:00 p.m., 40 hours per week.