



Requirements: Administrative Assistant

❖ **Introduction**

- This job description outlines the basic function, reporting relationships, position requirements, responsibilities, duties and measurements of performance for the position of administrative assistant at Custom Concrete Contracting, Inc.

❖ **Rate of Pay**

- \$22+ per hour, depending on experience, talents and ambition.

❖ **Basic Functions**

- Files company paperwork in proper locations.
- Communicates with clients and vendors via telephone & email.
- Helps obtain and document project information for estimators, project managers or leads.
- Orders or obtains office supplies as needed.
- Assists with completion of contract paperwork.
- Assists employees with benefits / benefit questions.
- Runs various office errands as needed.
- Assists in the maintenance and development of company policies.
- Assists in maintaining and updating safety compliance paperwork.
- Data entry in various software programs.
- Other duties as assigned.

❖ **Reporting Relationship**

- The administrative assistant reports directly to the office manager.

❖ **Position Requirements**

➤ **Education**

- High school diploma or equivalent.

➤ **Experience**

- Preferred: 1+ years of experience in an office environment.

➤ **Skills**

- Required: Detail-oriented, task-oriented; able to manage time effectively.
- Required: Eager to learn new software / processes.
- Required: Working knowledge of technology / computers.
- Preferred: Proficient in Google Suite, Microsoft, & Adobe products.
- Preferred: Thrives in occasionally high-stress, high-intensity environments.

- Preferred: Bilingual in English/Spanish.

➤ **Mental**

- Required: Able to practice active listening; speak, read and write. Service oriented, critical thinking, good judgment and decision making, and social perceptiveness.

➤ **Working Environment**

- Required: This person will primarily work indoors in an office setting. They may also travel to jobsites and run errands outside of the office.

➤ **Measurements of Performance**

- The administrative assistant shall be deemed to be performing in a satisfactory manner when the following has been met or exceeded:
 - Arrives promptly and begins working productively throughout each scheduled workday.
 - Demonstrates an open, cooperative and constructive attitude and provides support to and cooperates with others on the team.
 - Maintains positive work relationships.
 - Accepts constructive criticism and shows an interest in learning new skills.
 - Communicates clearly in writing and verbally.
 - Completes tasks in a timely manner and error-free.
 - Gathers necessary information and requested items.
 - Looks for ways to improve efficiencies / shares helpful input.
 - Effectively organizes and prioritizes tasks.

❖ **Acknowledgements**

- This job description is intended to serve as a listing of the requirements for the position and the responsibilities and duties to be performed. This job description in no way implies a contractual agreement between the signer and the company. Management retains the right to change any portion of this job description at any time.
- I have reviewed and understand the above job descriptions and believe it to be accurate and complete. I also agree that management retains the right to change this job description at any time.

Employee Signature: _____ Date: _____

Company Representative: _____ Date: _____

You can help CCC's team build projects throughout the region. If you have a strong work ethic and a can-do attitude, please apply online at <https://www.customconcrete.biz/careers/> or apply on our Indeed.com company page at <https://www.indeed.com/cmp/Custom-Concrete-Contracting-Inc./jobs>.