Job Description: Administrative Assistant

- **Location:** Durham, NC
- **Hours of Work:** Full time position 8am-5pm *(Additional Hours As Needed)*
- **Base Salary:** TBD
- **Reports To:** Durham Office Administrator
- **Job Category:** Administrative
- **Travel:** Yes
- **Benefits**: Medical, dental, 401(k), and PTO available after 90 days.
- **Dress Code:** Business Casual
- **HR Contract:** Monica Rangel | monica@wcconstructionco.com
  Office: (336) 721-3420 ext. 124 | Cell: (336) 817-2304

JOB OVERVIEW:

W.C. Construction Company, LLC is looking for an organized and proactive Administrative Assistant to support our team. This role involves handling various administrative tasks, including preparing agreements, managing office supplies, troubleshooting systems, and assisting with client communications. The ideal candidate will be detail-oriented, able to multitask, and provide excellent customer service. If you're a reliable, independent worker with strong organizational skills, we'd love to have you on our team!

KEY RESPONSIBILITIES:

- Complete company general and various administrative tasks
- Develop Subcontract and Purchase Order Agreements
- Review subcontractor certificates of insurance for compliance
- Assist office manager with maintaining office supplies
- Review company vehicle maintenance monthly
- Troubleshooting with company phone system, internet, company cell phones
- Notarize bid forms and billing forms, if needed
- Coordinate with Durham Office Admin and other employees on various assigned tasks
- Answer company phone lines and emails from clients in a timely professional manner
- Reporting progress and issues to office manager in a timely manner
- Work with Project Managers on required documents, as necessary
- Update Company Profile/Current/Project Database
- Delivering packages and mail to local post office.
- Occasionally Attend Bid Openings and Bid Meetings, if needed
- Attend Trade Shows/Career Fairs and Setup Marketing Booths, if needed
- Maintaining an organized, neat and safe office area
- Ability to multi-task and work in fast paced environment
- Great customer service and professional communication with subcontractors to foster strong relationships

QUALIFICATIONS:

- High School Diploma or GED required, with relevant experience in administrative or office support roles.
- Preferred: Associate's Degree in Business Administration, Office Management, or a related field.
- Notary Public Certification is a plus or must be obtained within 6 months of hire date.

SKILLS:

- Strong mathematical, organizational and communication skills computer skills and attention to detail required.
- Must have proficient knowledge with Microsoft Word, Power Point, Excel, Adobe PDF.
- Candidate must be able to work independently.
- Must be able to multitask efficiently.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.