Administrative Assistant

- **Location:** Winston-Salem, NC
- **Hours of Work:** Full time position 8am-5pm *(Additional Hours As Needed)*
- **Base Salary:** TBD
- **Reports To:** Office Manager & Administrative Manager
- **Job Category:** Administrative
- **Travel:** Yes
- **Benefits**: Medical, dental, 401(k), and PTO available after 90 days.
- **Dress Code:** Business Casual

JOB OVERVIEW:

The Administrative Assistant will provide essential support to the office by handling clerical tasks, managing communications, organizing documents, and assisting with general administrative duties. This role requires strong organizational skills, attention to detail, and the ability to multitask in a fast-paced construction environment.

KEY RESPONSIBILITIES:

- Upload and maintain subcontractor certificates of insurance (COIs) and W-9s for compliance.
- Prepare, review, and manage contracts, subcontracts, and purchase order agreements as needed
- Maintain communication with subcontractors to obtain required documentation, including COIs, W-9s, contracts, subcontracts, and purchase orders, and follow up on any missing items in a timely manner.
- Attend weekly meetings with Project Managers and the administrative team to provide updates on documentation
- Assist subcontractors with contract-related inquiries and schedule appointments with the appropriate team member if further support is needed.
- Respond promptly and professionally to company phone lines and client emails, ensuring excellent communication and service
- Coordinate with team members on various assigned tasks
- Monitor and manage office inventory supplies
- Assist with planning and coordinating company celebrations
- Welcome visitors, sign for packages, and ensure the lobby remains organized and presentable
- Notarizing bid forms and billing forms
- Occasionally Attend Bid Openings and Bid Meetings, if needed
- Attend Trade Shows/Career Fairs and Setup Marketing Booths, if needed

QUALIFICATIONS:

- High School Diploma or GED required, with a minimum of 5 years of relevant experience in administrative or office support roles.
- Associate's Degree in Business Administration, Office Management, or a related field preferred
- Notary Public Certification required

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
- Ability to multi-task and work in fast paced environment
- Great customer service and professional communication with subcontractors to foster strong relationships

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.