

## **CONSTRUCTION OFFICE ADMINISTRATOR**

**Please email all resumes to [Lori@YBFP1.com](mailto:Lori@YBFP1.com) – NO PHONE CALLS**

Young Bros. Fire Protection is a fire sprinkler subcontractor that has been in the business since 1983 – designs, fabricates, and installs fire sprinkler systems throughout the state of Texas.

***Young Bros. Fire Protection is currently seeking to hire a FULL TIME Office Administrator. Hours are 8:00am-5:00pm Monday-Friday.***

**Prefer candidates with experience in working in a Construction office.** Candidates must be detail-oriented and proficient in Microsoft Word, Excel, and Outlook, have professional etiquette and experience in answering a multi-line telephone system. Some job duties include: assisting in weekly payroll processing, prevailing wage/certified payroll reporting, process job contracts, new hire processing, invoicing, accounts payables & receivables, managing fleet vehicles, maintaining & organizing front office area & office supply/copy rooms, filing, copying, greeting visitors, and assisting office personnel with various tasks when needed.

Applicant must be dependable, honest, and trustworthy. Also, applicant must have their own reliable self-transportation and able to work a full 40-hour week Monday through Friday, 8am-5pm. Must have excellent written & verbal communication and follow-up skills, strong organizational & planning skills with attention to detail and the ability to multi-task under pressure with little to no supervision.

Education required: High School diploma required.

Pay: Based upon experience.

Benefits Offered: Health insurance (Medical, Dental, Vision), matching 401k, Paid Time Off/Holidays after probation periods.

Qualifications:

- Minimum of two years office experience, *preferably in construction industry.*
- Proficient in Microsoft Office Applications (Word, Excel, and Outlook)
- Punctuality and reliable self-transportation with valid Driver's License are a MUST
- High School Diploma is required.
- Self-starter with ability to multi-task
- Strong organizational skills with attention to detail/accuracy
- Excellent telephone etiquette
- Outgoing/positive attitude with a team player mentality

Job Duties:

- Contract/Daywork processing
- Assisting in weekly payroll processing, Certified/Wage Scale Payroll Reporting
- Answer multi-line telephones, transfer to appropriate personnel, taking messages
- Greeting visitors
- Processing applicants & new employees
- Invoicing, Accounts Payable & Receivables, Pay Applications/Draws, Lien Releases
- Managing fleet vehicles
- Filing
- Copying/Printing
- General office duties to assist office personnel, organizing & maintaining front office & supply/copy rooms