



ADMINISTRATIVE SUPPORT ASSOCIATE

REPORTS TO: Office Manager

PRIMARY FUNCTION:

Provide administrative, clerical and accounting support to other team members as needed for the business to successfully meet objectives. Duties generally include assisting senior management, accounting, estimating, business development and project management departments.

TYPICAL DUTIES:

1. Maintain courteous, friendly demeanor while greeting guests and answering the phone.
2. Operate phone switchboard.
3. Open, date stamp and distribute mail. Prepare outgoing mail, Fed Ex/UPS packages.
4. Maintain conference rooms and kitchenette in a clean and presentable manner.
5. Prepare documents including correspondence, proposals for client presentations.
6. Assist estimating department with bid forms and other bidding documents. Review specifications and follow directions of preparing bid proposals.
7. Coordinate and process general administrative work for supervisor's signature.
8. Assist with marketing and advertising.
9. Prepare proposals, memos, letters, listings, etc., as support to business development.
10. Maintain/update contacts in RedTeam.

11. Prepare AIA documents including owner contracts and qualification statements.
12. Update employee resumes monthly.
13. Update company qualification statement from various sources of information monthly.
14. Distribute weekly safety sheets monthly.
15. Maintain and update company safety zip file and distribute quarterly.
16. Maintain Safety Data Sheet's, update annually and keep in safety zip file.
17. Maintain and update federal and state labor law posters.
18. Create and distribute the Willow internal Calendar of Events and internal Newsletter monthly.
19. Create project information sheets for completed projects.
20. Perform filing of accounting documents.
21. Manage vendor credentials in RedTeam and follow up monthly.
22. Send, receive, execute and upload all vendor Subcontract Agreement's in RedTeam.
23. Manage company vehicle registration renewals.
24. Manage company cell phone account and set up of new and/or replacement phones.
25. Train as backup for Accounts Payable duties.
26. Design and order company apparel.
27. Perform additional assignments per Supervisor's direction.

Job Specifications:

- High school diploma with emphasis on business related courses.
- 1-2 years business, accounting or secretarial school or the equivalent combination of training and experience.
- Basic keyboard and office organization skills beneficial.

- Working knowledge of business procedures, and letter and report formats.
- Extensive knowledge of Word Processing.
- Excellent voice and communication skills.
- Individual must meet deadlines, analyze priorities, and maintain an organized work space.
- Entry-level position. On-the-job training provided.
- Additional higher education in marketing, communications and/or creative writing preferred.
- Knowledge and proficiency in some or all of the following software is desired:

- Word
- Excel
- Canva
- InDesign
- RedTeam
- QuickBooks
- Outlook
- PowerPoint
- Zoom
- Teams

HOW TO APPLY:

Send cover letter and resume to joinourteam@willowconstruction.com