



## **OFFICE ADMINISTRATOR**

Family owned Construction Company in the Northwest suburbs is hiring a qualified Office Administrator to become a teammate and help us grow this company!

### **Key Competencies:**

- Minimum of Associate's Degree, prefer Bachelor's Degree in Business, Administration, Human Resources, or Communications
- Proficient knowledge of Microsoft Office including but not limited to: Word, Excel, PowerPoint, and Outlook
- Outstanding customer service skills required
- Strong problem solving and analytical skills
- Detail oriented, organized and work efficiently with a minimum amount of supervision
- Be able to receive and provide excellent communication in both written and oral forms
- Notary Public or ability to become a Notary Public

### **Responsibilities:**

- Create letters and bids to be sent on behalf of Mayer Electric Corporation
- Assist Scheduler with work-force coordination
- Learn to operate the phone and our database computer system
- Answer telephone calls as #2 person after receptionist
- Responsible for business machine maintenance
- Organize inter-company meetings (i.e. board meetings, estimating meetings)
- Help estimators during bidding process. (Bid dates, times, calls, fax)
- Maintain customer and job information in the computer system and filing system
- Apply for permits and call in inspection requests
- Maintain employee records
- Notarize all required forms as needed
- Back up for the payroll clerk
- Create and communicate correspondence and reports with local unions