Job Description: Administrative Assistant - Construction

Alternative Titles: Site Administrative Assistant

Revised: December 2012

Business Unit: Construction
Employee Type: Hourly
Reports To: Foreman/Superintendent

Purpose: Provide clerical and administrative support for the site

Work Schedule: Varies by location. Length of employment is limited to job assignment and/or project duration. Candidate must be willing to work in camp job locations.

Essential Skills (may include but are not limited to the ability to)
- Maintain physical and electronic files or other organizational system
- Keyboard and perform data entry
- Operate office equipment such as photocopiers, fax machines and scanners
- Answer telephones and deliver messages
- Facilitates the process of distributing and collecting timecards of project employees each pay period.
- Review employees work charts, timesheets, and timecards, to ensure that information is properly recorded and the records have the signatures of authorizing officials.
- Maintain and ensure accuracy of daily Workforce Reports, and ensure that daily timesheets correlate correctly.
- Assist HR with the processing of new hire employees and the proper documentation of terminations.
- Aids in receiving supplies, mail, and other materials that will be delivered to the shop.
- Work with vendors
- Take inventory of equipment and supplies
- Answer questions on departmental services and functions
- Prepare invoices or budgetary requests
- Perform other duties as assigned by the supervisor as needed.

Essential Qualifications
- High School diploma or diploma/degree in business management or administrative assistant certificate preferred
- Word processing, writing, and communication skills
- Knowledge of software applications, such as desktop publishing, spreadsheets, and database management (i.e. Microsoft Office)
- Three (3) years of clerical/administrative assistant experience in a professional office environment
- Customer service and interpersonal skills
- Discretion, good judgment, organizational or management ability, initiative, and the ability to work independently
- Adaptability and versatility
Physical Requirements
- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate object

Tool/Personal Protective Equipment Requirements
- Rain coat or poncho
- Steel toed work boots

Environment: Most work is conducted in a comfortable office environment but exposure to site and weather conditions also occurs. Field construction work is performed outside so exposure to all types of weather conditions, including extreme heat and cold, is common. Personal protective equipment, including but not limited to hard hats and safety glasses, must be worn in all areas as required. Although the work usually is not considered inherently dangerous, must be careful while performing onsite services.