

**Orren Pickell Building Group, LLC**  
**Job Description**  
**ADMINISTRATIVE ASSISTANT**

**SUMMARY OF POSITION:**

An Administrative Assistant is responsible for administrative work performed for the building and maintenance division of the Orren Pickell companies. The position supports the staff with telephone calls, mail, work flow administration and handling public contact functions. The work of compiling and maintaining information and records may be of confidential nature. The assistant should be able to work with minimal supervision or direction; able to solve problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide telephone support for staff- respond to questions, direct inquiries to appropriate staff.
- Administration of incoming and outgoing mail
- Manage maintenance and repairs of office equipment
- Maintain recordkeeping of company vehicles and license plate renewals
- Prepare and manage collection of master subcontractor agreements with proper insurance requirements and documentation
- Prepare client closing binders
- Assist Remodel Light superintendents with telephone support and bookkeeping duties
- Assist superintendents with information or materials needed for project management
- Assist with ordering parts or materials for maintenance or Remodel Light projects
- Organize and maintain client files.
- Enter tasks and schedule information in Primavera program
- Manage time card information of field staff for payroll processing
- Schedule and confirm meetings as needed
- Utilize Microsoft Word, Excel and PowerPoint to type letters, memos, report and other presentation materials.
- Coordinates production and dissemination of routine and special information materials
- Order supplies as required
- Gather materials and shop drawings from fabricators or suppliers for projects related to maintenance or remodel light.
- Manage and coordinate files for archive and off-site storage
- Record minutes of staff meetings
- Develop and formalize procedures as needed.
- Attend company open house events and provide hosting assistance.

- Perform related duties as assigned or needed.

## **QUALIFICATIONS**

An Administrative Assistant must be able to work independently and have the drive to serve the department well and in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to understand and follow oral and written instructions and to carry them out with supervision.
- Considerable knowledge of office equipment
- Proficient at MicroSoft Word, Excel and Powerpoint
- Typing skill in excess of 50 words per minute.
- Detailed oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

## **EDUCATION and/or EXPERIENCE**

Requires Associates Degree in in Business Office Management or related degree, equivalent experience. Construction or architectural knowledge is desirable.

## **LANGUAGE SKILLS**

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

**PHYSICAL DAMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

Office and showroom environment. When attending site meetings, protective clothing and shoes are required.

**COMPENSATION**

Commensurate with experience