

ADMINISTRATIVE CLERICAL ASSISTANT – FULL TIME (CONSTRUCTION DEPARTMENT)

AQUATIC DEVELOPMENT GROUP

ADG is seeking a bright, enthusiastic, hardworking individual to join our team and fill the role of an Administrative Clerical Assistant in our busy Construction/Project Management Department.

QUALIFICATIONS and SKILLS - A successful candidate will have the following:

- Minimum of 1-2 years office/administrative experience
- Ability to work independently as well as understanding the importance of teamwork
- Proficiency in Microsoft Suite, in particular Outlook, Word, Excel, Teams; Adobe; Timberline module a plus but not required
- Well organized and have excellent communication skills; comfortable interacting with customers, contractors and field personnel
- Familiarity with contract language and an eye for detail is a plus
- Must be punctual, professional and responsible
- Enjoy a fast-paced working environment
- Positive attitude

RESPONSIBILITIES include, but are not limited to:

- Receipting of all purchases (using Timberline program) that are made for projects, once packing list/invoice (or confirmation from field) has been received, to confirm that items have been shipped to project site
- Assistance with creating purchase orders, when needed
- Electronic filing of all reports and other documents that are received from field personnel, including (but not limited to) Daily Reports, Test Reports, Photographs, Safety Documents, Quality Control Reports, etc.
- Update drawings to electronic files, and drawing racks.
- Any other tasks that may be requested from Construction Team.

ADG offers a competitive benefit package including 401k with company match, medical, dental and vision insurance, paid time off. Salary commensurate with experience.

When applying for this position, please reference Job # CAA0921. To apply, please forward resume to: jobs@aquaticgroup.com. For additional information, visit our website at: www.aquaticgroup.com. ADG is an equal employment opportunity employer.