

Administrative Assistant

JOB TITLE:

Administrative Assistant

JOB INDUSTRY:

Construction

JOB SUMMARY:

Bengoa Construction Inc. is a Structural Repair, Strengthening and Waterproofing contractor in Southeast Florida. Bengoa specializes in many repair techniques that are essential for the restoration and/or the improvement of existing structures. These repair techniques include demolition, concrete repairs, waterproofing, masonry repairs among many others.

Since its establishment in 2010, Bengoa has completed over 200 restoration projects in both residential and commercial markets. The nature of these projects varied in scope such as building envelope repairs, garage repairs, recreational deck repairs, pool repairs and specialized structural rehabilitation.

Over the years, Bengoa has become one of the key players in the industry and its growing at steady pace. Today, we generate about \$18MM in annual sales and staff about 125 people. Bengoa's success is supported by the vast experience of its team members in cost estimation, sales, project management, quality control and safety performance.

Currently, Bengoa is expanding its administrative team to sustain its steady growth. Therefore, we are looking for ideal candidates who are passionate about the construction industry and/or are looking to develop a career with a well-established organization. The ideal candidate will be joining our team as an Administrative Assistant.

JOB RESPONSIBILITIES:

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks such as:

- Answers, screens, and transfers phone calls as necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned (job files, COIs, releases, etc).
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Receives and distributes mail to appropriate department.
- Coordinates permits as needed with operations team and permit expeditor.
- Keeps detailed track of permits expiration dates and inspections.
- Schedules permit inspections as required and needed to keep permit active.
- Orders blueprints when needed, or as required.
- Prepares project closeout binders.
- Registers project warranty documents as needed, or as directed by operations team.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Speak, read, and write English fluently. Spanish bilingual is a plus, but not a requirement.
- High moral and ethical standards.
- Excellent interpersonal and customer service skills.
- Experience in Construction environment is a plus.
- Eager to work in a collaborative work environment.
- Proficient in Microsoft Office Suite and/or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience:

- Associates degree required, Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

SALARY & COMPENSATION PACKAGE:

The compensation and benefits package for this position includes a yearly salary within the industry standards, as well as vacation time, Health, Dental, and Vision Insurance, 401K Plan, and (6) major federal holidays among other benefits.