

### **Administrative Assistant/Data Entry**

Farrell Design Build has an immediate need for an Administrative Assistant to support our growing construction/engineering company located in the Placerville area.

As the Administrative Assistant, you are the first impression to welcome visitors and our employees. Having a courteous and professional demeanor and a “can-do” helpful attitude and work ethic is key in this role. If you enjoy working in a service role where you are the point person for Administrative needs, then we would love to hear from you.

Under the general supervision of the Human Resources Manager, the Administrative Assistant is responsible for carrying out support staff duties across the Company. This position requires the ability to pick up tasks as needed on the fly, while being able to manage competing priorities.

#### **Essential Functions:**

- 1) Greet visitors with a professional, friendly demeanor and sign-off on deliveries.
- 2) Assist with doc preparation by binding, printing, faxing, preparing fed-ex, and mailing as needed.
- 3) Stamp/Code/Organize Account Payable invoices.
- 4) Assist Accounting Department with organizing and mailing of checks.
- 5) Opens mail and distributes to staff.
- 6) Assist with data entry and file maintenance/purging.
- 7) Assist office staff with general administration tasks and special projects.
- 8) Assists with coordination of team building events and training sessions.
- 9) Maintain, order, and organize office supplies and groceries and ensure items are always stocked.
- 10) Assist with stocking/cleaning of the common break room areas.
- 11) This position is a full-time (40) hours per week M-F.

#### **Education/Training Requirements:**

- 1) Must have 1-year of experience working in a professional office environment.
- 2) Must demonstrate high proficiency with MS Outlook, Word, and Excel, Adobe PDF.
- 3) Preferred College or Technical degree in Business Administration.
- 4) Preferred Notary Public.

#### **Skill Requirements:**

- 1) Demonstrated excellent interpersonal skills. Must be self-motivated and proactive.
- 2) Excellent command of English language (oral and written).
- 3) Ability to prioritize and manage multiple projects.
- 4) Excellent organization skills and follow-thru abilities.
- 5) Must be a team-oriented solution individual and able to work in a diverse environment.
- 6) Ability to work with minimal supervision once directed.
- 7) Must be able to sit at a desk for extended periods of time while using the computer, keyboard, and mouse.
- 8) Must be able to lift up to 25 pounds as needed.

Click [HERE](#) to submit your resume and a cover letter stating your salary requirements and pertinent information regarding your experience.

*We maintain a drug-free workplace and perform pre-employment substance abuse testing. Salary range is based upon experience and skill set. Farrell offers a benefit package which includes medical benefits, Paid Time Off, retirement plan, educational tuition reimbursement for qualified employees. Visit [www.farrellinc.com](http://www.farrellinc.com) for more information on our company.*