ADMINISTRATIVE ASSISTANT

E.F. Wall & Associates, Inc. | Barre, Vermont

Build your career with an established Vermont construction company!

E.F. Wall & Associates, Inc. has been providing construction services since 1970. Our success is built on a team of dedicated professionals who take pride in their work and are committed to exceeding our clients' expectations.

We are looking for an organized, dependable, and motivated **Administrative Assistant** to join our team in Barre, Vermont.

This is an important position within our company, providing administrative and project support to our Estimating and Project Management teams. The successful candidate will play an integral role in keeping projects organized, coordinating important documentation, maintaining compliance requirements, and helping our office operate efficiently.

If you enjoy being organized, managing multiple priorities, solving problems, and being an important part of a team, we would like to hear from you!

WHAT YOU WILL DO

Project & Contract Administration

- Support the Estimating team in preparing bid forms and required attachments, including researching project-specific insurance requirements and other contractual obligations.
- Coordinate project documentation with Project Managers at start-up and throughout the life of each project.
- Prepare subcontracts and supporting documents using information provided by Project Managers and customer contracts.
- Maintain contracts and change orders in Sage 300 CRE accounting software.
- Ensure subcontractor compliance with insurance requirements, Davis-Bacon certified payroll and HUD Section 3, when applicable, and other customer-specific requirements.

Office Administration & Compliance

- Maintain electronic and hard-copy filing systems.
- Complete and file accident reports and maintain the OSHA 300 Log at year-end.
- Perform in-house notarial acts.
- Provide general administrative support, including preparing correspondence, typing, copying, and scanning.
- Manage incoming and outgoing mail, including daily trips to the Barre Post Office.
- Maintain office equipment, including commercial and wide-format copiers.
- Monitor and order office supplies and other office necessities.

- Answer and direct incoming calls on a multi-line telephone.
- Organize company functions.

Continuous Improvement

- Look for opportunities to improve office procedures, organization, and efficiency.
- Work collaboratively with team members while taking ownership of assigned responsibilities.

WHAT WE ARE LOOKING FOR

- Associates degree and 5+ years of administrative support experience, or an equivalent combination of education and experience.
- Excellent organizational skills and the ability to manage multiple projects and deadlines with accuracy.
- Proficient in Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- Excellent written and verbal communication skills.
- Strong time management skills **with a sense of urgency for critical deadlines**.
- A high level of professionalism, discretion, and the ability to handle confidential information.
- Self-motivated and comfortable working independently as well as collaboratively.
- Reliable transportation for daily trips to the post office.

PREFERRED, BUT NOT REQUIRED:

- Previous experience in the construction industry.
- Familiarity with Sage 300 Construction and Real Estate software.

WHAT WE OFFER

We recognize that our employees are an important part of our success. We offer a competitive benefits package, including:

- Medical with employer contribution, dental, vision, and life insurance.
- 401(k) with company match.
- Paid vacation, holidays, and sick time.

POSITION DETAILS

- Salary Range: $23.00 - $28.00 per hour.
- Full-time position, 40 hours per week.
- Located in our Barre, Vermont office.
- Occasional overtime may be required.

INTERESTED IN JOINING OUR TEAM?

If you are someone who takes pride in being organized, enjoys supporting a team, and wants to contribute to the success of an established Vermont construction company, we encourage you to apply.

Please submit your resume and a brief cover letter explaining what interests you about this opportunity to:

Karla Jurentkuff
kjurentkuff@efwall.com

E.F. Wall & Associates, Inc.
131 South Main Street
Barre, VT 05641
802-479-1013
www.efwall.com

E.F. Wall & Associates, Inc. is an Equal Opportunity Employer.