



Administrative Assistant

Wildlands Construction, LLC is seeking a motivated self-starting individual to join our team as a full-time Administrative Assistant. This position is office based (Yadkinville, NC) and will lend support to our multi-disciplinary team in a fast-paced environment. The ideal candidate will have excellent interpersonal skills, proficient Microsoft Office experience, strong organizational skills, the ability to multi-task, and the desire to take on new challenges.

Job Description

Key Responsibilities

- Monthly expense report and time/ payroll assistance
- Assist employees with medical insurance, paid time off and other benefit questions
- Coordinate employee travel arrangements
- Bid package and pre-qualification preparation to include coordination with necessary insurance and bonding documentation
- Assist with project contract and bids to ensure they are complete and delivered on time
- Serve as point of contact to solicit quotes from vendors, subcontractors, and various construction services teams, and prepare forms such as change orders, purchase orders, service agreements, and subcontracts accordingly
- Other marketing related tasks such as updating company and job profiles
- Effective communication between multiple office locations
- Maintaining office supplies, equipment, and material purchases and rentals
- Arranging safety trainings, overseeing drug testing procedures, ensuring proper documentation for all

Qualifications

- Minimum of 1-3 years of experience in professional office setting; preferably in a construction industry
- Experience with Microsoft programs
- Experience with Bid Bonds, Bid Packets
- Ability to work under tight deadlines to produce high-quality, error-free deliverables
- A self-starter and master of managing one's own time
- Ability to take ownership of assigned tasks
- An interest in assisting marketing department in developing social media content and publishing social media updates
- High School diploma or equivalent

PLEASE SEND RESUME AND COVER LETTER TO:

Email (preferred method) resume@wildlandsbuild.com; subject line: Administrative Assistant

Fax: (704) 332-3306

Mailing Address: Wildlands Engineering, 312 W Millbrook Rd. #225, Raleigh, NC 27609

The cover letter should identify previous work experience, why you are interested in this position, your approximate available start date, and any other information that you feel is important. Please be prepared to provide contact information for three references, if requested.

Wildlands Construction provides equal employment opportunity without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by federal, state, or local laws.

Wildlands Construction maintains a drug-free workplace.