



## 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 a remote position 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

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#### Key Responsibilities

- Provide administrative support to the Director of Construction and construction teams.
- Support bookkeeping tasks, including accounts receivables, monthly expense reports, and maintain financial records.
- Secure necessary insurance and bonding documentation as needed for pre-qualification preparation and bid package compilation.
- Assist in the preparation and on-time submission of project bids, proposals, and reports.
- 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.
- Maintain organized project files, including contracts, permits, and other important documents.
- Support marketing-related tasks such as updating company and job profiles.
- Maintaining office supplies, equipment, and material purchases and rentals.
- Assist employees with medical insurance, paid time off, and other benefit questions.
- Assist with weekly time reporting.
- Coordinate employee travel arrangements.
- Arrange safety trainings, oversee drug testing procedures, and ensure proper documentation for all.
- Collaborate with team members to create and maintain positive working relationships.

#### Qualifications

- Minimum of 1-3 years of experience in a professional office setting, preferably in the construction industry.
- Strong computer skills with Microsoft Office products and Adobe experience.
- Experience with Bid Bonds and 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.
- Excellent verbal and written communication skills.
- Ability to take ownership of assigned tasks.
- An interest in assisting the marketing team in developing social media content and publishing social media updates.
- High School diploma or equivalent; associate or bachelor's degree in business administration is preferred.

#### PLEASE SEND RESUME AND COVER LETTER TO:

**Email** (preferred method) [resume@wildlandsbuild.com](mailto: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.*