

ADMINISTRATIVE ASSISTANT - WAITE PARK

JOB DESCRIPTION

COMPANY OVERVIEW:

For over 50 years, Donlar Construction Company has provided a full range of construction services to educational, medical, senior living, religious, tribal, municipal, and industrial markets. The Donlar heritage is founded on Improving People's Lives by Building Better Communities and our core values of: Dedication, Teamwork, Integrity, Strive for Perfection and Respect.

JOB OVERVIEW:

We are seeking an experienced construction Administrative Assistant to join our team in our Waite Park, MN office.

RESPONSIBILITIES:

- Answer phones, greet clients, process mail and overall office management.
- Assist with bid calling, invitations to bid, distribution of plans & specs, and participate in bid day.
- Assist Project Managers by drafting meeting minutes, processing subcontracts, shop drawings, RFI's, change orders and project closeout.
- Assist the General Superintendent with tasks as needed such as onboarding new hires, safety meetings, and compliance tracking.
- Assist the Yard Manager with tool tracking and inventory management.
- Coordinate corporate cards, keys and devices.

QUALIFICATIONS:

- Knowledge of the construction industry and project management processes.
- Knowledge of Excel, Word, Outlook and pdf software is a must.
- Knowledge of Project Management software, Viewpoint (Vista), and other software is a plus.
- 3-5+ years admin related experience, training, or equivalent combination of education and experience.
- Strong aptitude with attention to detail, self-disciplined and a sense of urgency.
- Excellent written and verbal communication and interpersonal skills.
- Notary Republic and E-Verify certified or willing to become.

BENEFITS:

Donlar offers a competitive compensation and benefits package including health, dental, profit sharing, 401(k), and Paid Time Off (PTO).

SALARY:

Depends on Experience

Donlar Construction Company is an Equal Opportunity Employer.

Submit written resume and cover letter with salary expectations to:

HR@DONLARCORP.COM

