

Successful electrical construction contractor seeks full-time Administrative Assistant/Receptionist.

If you are looking to join a dynamic team and to work for an organization that provides exciting challenges and opportunities for professional growth, don't pass up this opening with Olsson Industrial Electric.

**Duties include, but are not limited to;**

- Answering phones and routing calls
- Greeting and assisting visitors
- Sorting and distributing mail
- Preparing letters and other documents and correspondence for the Estimators and other office staff, as requested
- Keeping office area tidy and stocked with necessary supplies
- Ordering office supplies
- Maintaining job files
- Copying and filing invoices
- Making up New Hire Packets as needed

**Position requires;**

- Attention to detail and accuracy
- At least 2 years of reception/Admin experience
- The ability to communicate professionally, both verbally and in written form
- Excellent prioritization and organizational skills
- Efficiency
- Proficiency with MS Office suite of products
- Sense of humor
- Accounts payable/receivable experience preferred
- Construction experience a plus

Company offers competitive hourly rate and excellent benefits, including group medical, dental and life coverage, a 401(k) plan, a stocked kitchen, and more.

If you meet the qualifications for this position, and you'd like to work in an organization that puts people at the top of the priority list, please send your resume to the reply to address listed.

*We are an Equal Opportunity Employer of Females, Minorities, Protected Veterans and Qualified Individuals with Disabilities*