

Job Title: Bilingual Administrative Assistant (English/Spanish)- Construction Industry

Job Overview: We are seeking a highly organized and detail-oriented Bilingual Administrative Assistant to join our dynamic team in the construction industry. The ideal candidate must be fluent in both English and Spanish, possess excellent communication skills, and have prior experience in the construction sector. The individual will play a crucial role in providing administrative support and ensuring the efficient operation of our office.

Responsibilities:

1. Administrative Support:

- Perform general office duties, including but not limited to answering phones, managing calendars, and handling correspondence.
- Assist in the preparation of reports, presentations, and other documents.
- Maintain organized filing systems and databases.

2. Construction Industry Experience:

- Utilize construction industry knowledge to provide targeted administrative support.
- Coordinate with project managers, contractors, and other stakeholders to ensure smooth project operations.
- Familiarity with construction terminology and processes.

3. Project Coordination:

- Support project managers in coordinating schedules, meetings, and project-related tasks.
- Track and manage project documentation, ensuring accuracy and completeness.

4. Client Interaction:

- Greet and assist clients, vendors, and visitors in a professional and friendly manner.
- Address client inquiries and provide information as needed.

5. Multitasking:

- Manage multiple tasks and priorities simultaneously, adapting to changing deadlines and requirements.
- Work collaboratively with team members to achieve common goals.

Qualifications:

- **Bilingual Proficiency:** Fluent in both English and Spanish, with excellent written and verbal communication skills in both languages.
- **Construction Industry Experience:** Previous experience in the construction sector is required.
- **Administrative Skills:** Proven experience in providing administrative support, including proficiency in office software (Microsoft Office Suite, Google Workspace, etc.).
- **Organization:** Strong organizational skills with a keen attention to detail.
- **Team Player:** Ability to work collaboratively in a team environment.
- **Adaptability:** Comfortable adapting to evolving priorities and tasks.

Education and Experience:

- High school diploma or equivalent (additional education is a plus).
- Proven experience in administrative roles, with a focus on the construction industry.

If you are a motivated individual with a background in construction and a passion for administrative excellence, we invite you to apply for this exciting opportunity.