



OFFICE ADMINISTRATOR

Subcontractor Management

- Generating agreements annually, or as needed, distributing to subcontractors and coordinating return of those executed agreements
- Verifying insurance coverages match A&J requirements
- Documenting pricing and insurance coverages for use by Scheduler and Accounts Payable
- Collecting trucker/driver tickets, coordinating approval with Scheduler, matching to invoices for Accounts Payable; filing in job folders
- Collecting material purchase tickets, matching invoices for Accounts Payable; filing in job folders

Fleet Safety

- Setting up new drivers
- Communicating with employees as renewal notices are received
- Maintenance of all administrative items, driver's documents, medical records, MVR's, driver's files, marking employees as active or inactive dependent on season

Purchasing

- Safety – personal protective equipment and distribution to field employees
- Company branded merchandise
- Office supplies

Contract Management

- Obtain certificates of insurance per contractor requests
- Obtain and verify sales tax exemption certificates provided by contractors

Human Resources

- Handling all employee applications
- Onboarding new employees
- OSHA-10 Cards (monitor compliance & request updated cards)

Other

- Managing Company sponsored events (pre-season kick-off; Summer picnic; Christmas party)
- Managing company VOIP system

Requirements

- Ability to multi-task
- Used to working in a small office environment
- Experienced with Microsoft products, especially Excel
- Construction environment experience preferred.

This is a full-time year-round non-union non-exempt hourly position. We offer a competitive benefit and compensation package that includes health, dental, vision, 401(k) with company match, paid holidays, and paid time off.

A&J CONSTRUCTION is an equal opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, physical or mental disability, sexual orientation, or genetic information.