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| Job Title: Office Administrator—Book Keeper | | | |
| Phone: 630-980-2500 | Fax: 630-980-2518 | Email: | NeriBrothers@sbcglobal.net |
| Level/Salary Range: | Commensurate with skills and experience. | Position Type: | Part Time |
| We are a sewer and water construction contracting company seeking a reliable Office Administrator. They will undertake administrative task. The ideal candidate will be competent in prioritizing tasks and working in a detailed environment. The candidate will be self-motivated, trustworthy and organized. The office administrator is a role that will ensure the smooth running of our company’s office and works well with others. | | | |
| Responsibilities include accounts payable, receivable, submit payroll, reports from quickbooks and various other tasks needed. | | | |
| A family-owned business with daily, direct communication to management/ownership | | | |
| Applications Accepted By: | | | |

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| Fax or Email:FAX: 630-980-2518 **EMAIL:** [**info@neribrothers.com**](mailto:info@neribrothers.com)  **Send Resume** | Mail: Nicholas Neri  Neri Brothers Construction, Inc.  60 N. Garden Ave.  Roselle, Il 60172 |

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| Job Description |
| Role and Responsibilities: Hiring for an office administrator-bookkeeper to join our team Primary functions:   1. Coordinate office to ensure efficiency and compliance to company policies 2. Manage Phone Calls and correspondence 3. Requesting and tracking of Certificate of Insurance 4. Support administration of safety documents, contracts, change orders and other job project paperwork 5. Drafting of lien waivers 6. Data Entry and support of payroll processing 7. Other office related support functions as required   Other functions involved in the performance of the above:   1. Keeping all the individual jobs invoicing oraganized 2. Pay bills in quickbooks 3. Be proficient in Excel  qualifications and position requirements High School or college degree with a bookkeeping, accounting and office background  Familiarity with computer software such as Microsoft Excel and Word.  Strong written and verbal communication skills.    Work Location: One location |