

Job description

Soracco, Inc. is a General Contracting Engineer based in Lodi, CA. We specialize in underground construction, wet utilities, commercial repair, and maintenance. We are currently seeking an Administrative Assistant for a part time position Monday – Friday from 9am to 2pm. The position may grow into full time in the future based on need. Please keep that in mind when applying.

The ideal candidate is someone who has the ability to learn quickly in a fast-paced environment. Experience working in a construction office environment is ideal for this role as the basic knowledge of project documents will be needed. (COI / Permits / Purchase Orders / Invoices / Receivables / Contracts / Change Orders, etc.). Someone who has a strong attention to detail and organization is crucial. Knowledge in processing certified payroll reports is a plus but not required. Being able to handle light multitasking while adhering to deadlines given by supervisory staff is imperative.

This supporting role will allow the individual to eventually work with limited direction as most tasks are routine. We welcome feedback on areas the office may benefit from any new processes whenever available. Being as productive and efficient as possible is our goal.

GENERAL JOB DESCRIPTION

In this office an Administrative Assistant conducts a variety of tasks ranging from clerical work, maintain office organization, running errands, and providing support to their direct reports.

MAJOR DUTIES AND RESPONSIBILITIES

- Greet & assist clients
- Office Tasks include but are not limited to the following:

Scanning, filing, organizing, data entry, record keeping, maintaining office calendar, making travel arrangements, ordering supplies, transcribe meeting mins, providing necessary reports, imputing certified payroll reports while also checking for any errors, and conducting research or fact checking data as needed.

MINOR DUTIES AND RESPONSIBILITIES

- Screening phone calls & routing customers to the appropriate party
- Anticipate the needs of others
- Errands such as Breakfast/lunch runs - Bank/Mail drop off
- Maintain Fleet & Equipment records
- Maintain polite & professional communication via email, mail, & phone
- Keeping office space clean

QUALIFICATIONS FOR THE JOB

Education:

High school diploma or GED

Experience:

Minimum of 2 years' experience working in an Office Environment - Construction Environment Required.

Experience with compliance and procedures for Public Work Projects, including but not limited to processing certified payroll and uploading to LCP Tracker and the DIR website is recommended but not required.

Proficient in Microsoft Excel, Word, Outlook, and Power Point is Preferred

KEY COMPETENCIES

Must be a U.S. Citizen or authorized to work in the U.S.

Must be 18 years or older

PHYSICAL REQUIREMENTS

Must be able to lift 25 pounds or more

Must be able to stand on feet for long hours

Must be able to up & down from chair

Job Type: Part-time

Salary: \$15.00 - \$17.00 per hour

Schedule:

- Day shift
- Monday to Friday
- Overtime

Ability to commute/relocate:

- Lodi, CA 95240: Reliably commute or planning to relocate before starting work (Required)

Education:

- High school or equivalent (Required)

Experience:

- Office experience: 2 years (Required)
- Microsoft Office: 2 years (Required)

Work Location: One location