



Receptionist/Administrative Assistant

Quality Buildings

Lancaster, PA 17601

Job details

Pay: \$15.00 - \$20.00 per hour

Job type: Part-time

Benefits: None

Number of hires for this role: 1

Qualifications

Education: High school or equivalent

Job description

Receptionist/Administrative Assistant will provide office and clerical support to assist the Operations Project Administrator and Accounting Manager as well as various office duties. This position will report to the Operations Project Administrator.

RESPONSIBILITIES INCLUDE:

- Coordinate agendas for meetings
- Prepare safety binders
- Enter project budgets/schedule of values
- Coordinate ABC's "Excellence in Construction" awards information
- Monitor delivery dates and pending POs with project managers
- Answer phones
- Pick-up the mail and scan
- Print vendor and payroll check(s)
- Update monthly newsletter
- Update break room employee calendar
- Deposit checks
- Maintain tidy office space (order office supplies, manage conference rooms, etc.)
- Enter invoices



QUALIFICATIONS/SKILLS:

- Experience in administrative work preferred, but not mandatory
- Ability to work independently
- Ability to multi-task
- Time management
- Attention to detail
- Computer skills
- Customer service
- Confidentiality
- Highly organized
- Open to learning

HOURS:

- 20 Hour work week
- Can either be Tuesday-Friday (5 hour per/day) or Monday-Friday (4 hour/per day)
- Preferred start time between 9am – 11am

show less

Supplemental Pay

- Other

Work Location:

- One location