



## **ETHOS Contracting Group, LLC**

### **Job Description: Administrative Assistant**

Our company provides all material, labor, equipment, and services required for a commercial construction project. We are responsible for hiring and managing specialized subcontractors to perform the work at each job site and are looking to hire an administrative assistant to work closely with the President, Project Managers, and Superintendents throughout the completion of each job. Ethos Contracting Group strives to bring exceptional solutions to the commercial construction industry. By definition, our 'ethos' is the deeply held belief that our client's success is our success.

#### **Administrative Assistant Duties and Responsibilities:**

- Answering phones, responding to emails, scheduling meetings, managing calendars
- Financial documentation – Vendor Invoice Logs, maintaining receipts for all job sites
- Creating invoices and purchase orders
- Printing documents, assembling manuals, preparing data sheets
- Maintain accounts payable and accounts receivable
- Run jobsite reports upon request
- Assist in the bidding process for prospective new jobs
- Work closely with Ethos accountants to keep up to date with all quarterly and annual reports
- Maintain sub-contractor documentation for each job site
- Assist managing payroll through QuickBooks

#### **Administrative Assistant Work Hours/Benefits:**

- 40-hour work week
- Two-weeks paid vacation effective after one year anniversary
- Insurance available – health, vision, and dental
- 401k Retirement Plan Available effective after one year anniversary

#### **Administrative Assistant Qualifications/Skills:**

- High School diploma
- Higher Education preferred
- Previous experience preferred
- Excellent Communication Skills
- Strong Accounting skills
- Skilled in QuickBooks, Word, Excel

#### **How/Where to Apply**

- Send resume to Amy Prisock at [aprisockecg@gmail.com](mailto:aprisockecg@gmail.com)

#### **Questions**

- Contact Jacob Forrester at 664-418-6514 or Amy Prisock at 662-418-2538