

Administrative Assistant/Office Coordinator

Texas Construction Company – Austin, Texas

Established in 1996, Texas Construction Company is one of Austin's most respected architectural building contractors specializing in major remodels and new home construction for our clients and their architects. The company has been recognized numerous times on local and national levels and is regularly featured on local home tours. Find out more about us at www.txconstruct.com.

Position

Texas Construction Company is seeking candidates for an excellent opportunity as the company's Administrative Assistant/Office Coordinator. The selected candidate will serve as support to the Administration and Accounting departments ensuring efficient and productive office operations.

Responsibilities

- Reception – Includes greeting guests and employees and answering/directing all incoming phone calls
- Data Entry for accounting & construction teams
- Filing and organizing accounting & construction documents
- Responsible for incoming and outgoing mail and packages
- Support each department's administrative functions
- Organize staff meetings, client meetings and office events
- Maintain office equipment and supplies
- Other office projects as requested

Qualifications

- 3+ years of office management experience
- Associates degree in Business Administration or equivalent experience
- Excellent verbal & written communication skills – English & Spanish (Must)
- Highly proficient in Microsoft Office and Adobe
- Familiarity in QuickBooks preferred
- Ability to multitask and meet deadlines
- Skilled and professional in dealing with vendors and clients
- An intuitive understanding of technology and ability to learn new software applications quickly
- Can work independently with minimal supervision

Other Information

- Full-time employment
- Compensation competitive and based upon experience
- Competitive benefits package including health, dental and vision insurance premium reimbursement, SIMPLE (IRA) plan, annual vacation/sick day per-pay-period accruals, and company holidays

- Company-standard expense reimbursement rates for business use of a personal vehicle and cell phone.

To Apply

We are seeking exceptional candidates who are interested in building their career with us. If this position best fits your experience, strengths, and passion for design and construction, we welcome your application. Please e-mail a resume, cover letter, and salary history to careers@txconstruct.com. Please indicate where you learned about this opportunity and use the subject line "Administrative Assistant/Office Coordinator".

Texas Construction Company is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its workplace and staff.