

ARC Administrative Assistant

POSITION PURPOSE:

To provide assistance to the Director of Land and Environmental Management.

RESPONSIBILITIES AND DUTIES:

1. Work with Director of Land and Environmental Management to help provide communication to members, contractors staff and professional staff through e-mail, letters and verbal communication.
2. Organize and keep current files for construction jobs, and environmental projects.
3. Attend all ARC meeting and environmental committee meetings and provide written minutes.

QUALIFICATIONS AND SKILLS:

1. Word and Excel capabilities.
2. Computer skills.
3. Ability to effectively communicate.
4. Ability to get along with people.
5. Responsible self-starter with the willingness to take the initiative.

Work Remotely

- No

Job Type: Full-time

Salary: \$20.00 per hour

Benefits:

- 401(k) matching
- Dental insurance

- Employee assistance program
- Employee discount
- Health insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus pay

Education:

- High school or equivalent (Preferred)

Work Location: One location