

Front Desk / Office Administrator

Agape Construction is seeking an experienced Front Desk / Office Administrator to support our Sales, Production and Administrative teams. This is a full time, in-office position.

Qualifications

- 3-5 years front office experience, preferably in the construction industry
- Highly proficient in Microsoft Office Programs (Word, Excel, Outlook and PowerPoint)
- Reliable Transportation
- Clean Background Check
- Dependable and punctual
- Well organized and systematic in multi-tasking
- Self-motivated and capable of managing workload and prioritizing tasks
- Well-spoken, especially over the phone
- Energetic, proactive and doesn't mind wearing multiple hats
- Professional in demeanor as s/he is the first person that many of our customers interact with
- Candidates should be dependable and personable with a strong work ethic
- The Front Desk/Office Administrator is a critical part of our business and must be able to create a positive first impression for all in-person, telephone, and electronic inquiries

Responsibilities

- Front Desk – greet visitors, answer phones, sign for deliveries, open and distribute mail and faxes
- Sales Admin Support – Facilitate and process all phone and internet leads in a professional and sales-oriented manner, schedule sales appointments, prepare sales folders and books, send confirmations, update log of incoming leads, etc.
- Production Admin Support – create field books, send neighborhood letters, send referral thank you cards, send customer warranty letters, scan field books at job end
- General Office Admin Support – order office supplies, manage office machine maintenance, order and maintain inventory of company clothing and distribute it to employees, offer administrative assistance to staff as needed, help organize company gatherings, be initial contact person for worker's compensation injuries, set up drug screening tests
- General Office Area Maintenance

Hours: Full-time, Monday through Friday 8:00am – 4:30pm

Benefits: Health and dental insurance; LTD; paid holidays, vacation, and PTO; company-matching Simple IRA; plus, a pleasant work environment!