



Position: Office Admin

General Description:

The Office Administrator at Weddle and Sons will handle a wide range of administrative and executive support tasks and work independently with little or no supervision. An Office Administrator must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting a dispersed team.

Position Responsibilities:

1. To provide an exceptional experience of care and service with every client, every project
2. Receive clients calls and accurately record information into WSI's client management system
3. Maintain current insurance paperwork on sub-contractors
4. Provide hospitality to our clients, vendors, and team members in the office
5. Oversee the cleaning of the office space
6. Scan receipts and invoices to WSI's bill pay system
7. Communicate with clients regarding production schedule for each scope, as required
8. Ensure contracts are correct and on file before jobs are started
9. Request and maintain project permits
10. Maintain sub-contractor purchase orders, as required
11. Assist with project scheduling and necessary communication to clients
12. Track accounts receivable
13. Send correct invoices to customers and assist in collecting payment
14. Follow up with customers when payment is not received
15. Provide required reporting to corporate officers
16. Keep records of branch expenditures
17. Assist with branch recordkeeping generally
18. CONTRACTOR CONNECTION
 - a. Update XA notes regarding schedule and scope completions
 - b. Update clients on upcoming scopes of work
 - c. Update "Job Track" milestones
 - d. Track carrier payments and help with collections
 - e. Invoice final payments after final estimate and is approved by the carrier

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Job Type: Full-time

Salary:

\$19.00 - \$24.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off/holidays
- Professional development assistance
- Relocation assistance
- Retirement plan
- Vision insurance

Schedule:

8 hour shift

Experience:

- Management: 1 year (Required)
- Construction estimating: 1 year (Required)

Work Location:

In person

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