

**(Full-Time) Administrative Assistant – FARRELL DESIGN-BUILD, INC.**

Farrell is seeking a full-time Administrative Assistant to join our team in the beautiful foothills of Placerville. We are looking for someone who is courteous, service-oriented, professional, a “can-do” helpful attitude and work ethic. This position provides administrative assistant support to all departments within the Company.

At Farrell, we want our customers, partners, and employees to know, that above all else we are honest and firm, we strive to be graceful and humble, and we persist to be proactive in our work and relationships. This is an exciting and challenging job opportunity in the growing deep foundation, ground improvement, and shoring industry. Farrell works with leading General Contractors and Developers, and work on complex and award-winning projects in San Francisco, Sacramento, Los Angeles, and San Diego.

Farrell's Core Values: Safety First, Honesty & Integrity, Proactive & Persistent Service, and Quality Solutions

**JOB PURPOSE & EXPECTATIONS:**

Position assists and supports Accounting, Engineers, Project Managers, and Human Resources. This position requires the ability to “pick up tasks as needed on the fly, while being able to manage competing priorities.

- 1) Greet visitors with a professional, friendly demeanor and sign-off on deliveries.
- 2) Assist with binding, printing faxing, preparing fed-ex, and mailing as needed.
- 3) Maintain, order and organize office supplies and groceries and ensure items are always stocked.
- 4) Opens mail daily, stamps, initial and distribute to staff and copy checks to distribute accordingly.
- 5) Assist office staff with general administration tasks such as creating labels, scanning, filing, running errands, and special projects.
- 6) Assist Operations with data entry on a daily basis and assisting with file maintenance/purging and Project Assistant tasks as needed.
- 7) This position is full-time (40) hours per week, M-F.
- 8) Must uphold the dissemination of confidential information and maintain the privacy of Farrell Design-Build's operations, company's, owners and employees.

**REQUIRED EDUCATION/TRAINING:**

- 1) Must have 1-year of experience working in a professional office environment.
- 2) Must demonstrate high proficiency with MS Outlook, Word, and Excel.
- 3) Preferred Notary Public.



**REQUIRED SKILLS:**

- 1) Demonstrates excellent interpersonal skills. Must be self-motivated and proactive.
- 2) Excellent command of English language (oral and written).
- 3) Ability to prioritize and manage multiple projects in a demanding and often fast paced environment.
- 4) Excellent organization skills and follow-thru abilities.
- 5) Must be a team-oriented solution individual and able to work in a diverse environment.
- 6) Ability to work with minimal supervision once directed.
- 7) Must have a flexible schedule.
- 8) Must be able to sit at a desk for extended periods of time while using the computer, keyboard, and mouse.
- 9) Must be able to lift up to 25 pounds as needed.

**BENEFITS & PERKS:**

- 1) Competitive salary and annual bonus package
- 2) Full insurance benefit package including medical, dental, vision, and life
- 3) SIMPLE IRA retirement with generous matching
- 4) Paid Time Off for vacation and sick (PTO)
- 5) Holiday pay – 8 paid holidays per year
- 6) Employee stock purchase program
- 7) Employee referral bonus program
- 8) Positive & productive workplace culture
- 9) Team building with celebrations and semi-annual employee company parties

**PROFESSIONAL & PERSONAL DEVELOPMENT:**

- 1) Qualified education reimbursements
- 2) Professional registration and certifications bonuses
- 3) Seminars, technical and skills trainings, and conference attendance promoted and encouraged for all employees
- 4) Praise and celebration of achievements

*The information above describes the general nature of the position and serves as a summary of the typical job functions; it's not a comprehensive list of all possible job responsibilities, tasks, or duties.*

*We maintain a drug-free workplace and perform pre-employment substance abuse testing. Salary range is based upon experience and skill set.*

*Click [HERE](#) to submit your resume through Farrellinc.com*

*Click [HERE](#) to submit your resume on ZipRecruiter.*

