

SENIOR ADMINISTRATIVE ASSISTANT – FARRELL DESIGN-BUILD, INC.

Farrell is seeking a Senior Administrative Assistant to join our team in the quiet foothills of Placerville. We are looking for someone who is reliable, hardworking, organized, and proactive.

This position is a flexible (30-40) hours per week M-F dependent upon workload and coverage. The salary range is \$23.00 - \$28.00 an hour/non-exempt.

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, working on complex and award-winning projects in the West Coast.

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

Our work environment includes:

- 1) Food provided
- 2) Wellness programs

JOB PURPOSE & EXPECTATIONS:

- 1) Responsible for front desk phone and welcoming office visitors.
- 2) Preparing, shipping, receiving, and distributing fed-ex, deliveries, and other mailings.
- 3) Assisting office staff with performing and improving general administrative tasks such as data entry, creating labels, scanning, filing, purging, item pick-ups, and special projects.
- 4) Maintains, orders, and organizes office and kitchen supplies to ensure items are always stocked and tidy.
- 5) Manage Corporate Credit Cards and Company cell phone plans.
- 6) Assist accounting with check runs and filing.
- 7) Maintaining general office calendars as needed.
- 8) Assists with organizing Company events.
- 9) Record meeting minutes and set up conference room and devices.
- 10) Arrange Corporate travel accommodations.

REQUIRED EDUCATION/TRAINING:

- 1) 1-2-years of experience working in a professional office environment.
- 2) Must demonstrate high proficiency with Microsoft systems.

DESIRED EDUCATION/TRAINING/SKILLS:

- 1) OSHA 10-hour Safety Certification

REQUIRED SKILLS:

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

BENEFITS & PERKS:

- 1) Competitive salary and annual bonus package
- 2) Full insurance benefit package including medical, dental, vision, and life
- 3) 401(K) retirement plan with generous matching
- 4) Company Profit Sharing
- 5) Employee stock purchase program
- 6) Paid Time Off for vacation and sick (PTO)
- 6) Holiday pay – 8 paid holidays per year
- 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 Indeed.