



## **ADMINISTRATIVE ASSISTANT – Scherrer Construction Company, Inc.**

Location: Burlington, WI

Type: Full-time

### **JOB DESCRIPTION**

Scherrer Construction is looking for a responsible, motivated and ambitious Administrative Assistant to ensure the efficient and smooth day-to-day operation of our office. This position will be responsible for performing a variety of office administrative tasks and also provide basic support to our project estimator as bids are processed for construction projects.

### **KEY DUTIES & RESPONSIBILITIES**

- Answer and direct phone calls, greet visitors and perform front desk receptionist duties
- Assist with business requests and queries which include correspondence, scheduling and meeting needs
- Collect, distribute, and post daily mail and express mail, and route invoices
- Perform basic filing and maintain filing system
- Maintain inventory and order office supplies
- Become familiar with office equipment and phone system and act as point of contact
- Perform errands and assist marketing personnel with routine activities and special events
- Assist other departments as needed

### **MINIMUM REQUIREMENTS**

- Proven experience as an administrative assistant; experience in the construction industry a plus
- High School Diploma
- Proficiency in Outlook and Microsoft Office
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task

### **BENEFITS**

Scherrer offers a benefits package including health and dental insurance, 401(k) profit sharing, vacation and holiday pay.

To apply, please send your resume to [careers@scherrerconstruction.com](mailto:careers@scherrerconstruction.com).

### **COMPANY OVERVIEW**

Scherrer Construction has been serving Burlington, Wisconsin and surrounding communities with quality construction needs since 1928. The company provides each client with superior craftsmanship by developing custom construction solutions for their project. Services include new, expansion, renovation and restoration construction and budgeting, in a wide range of markets including municipal, educational, healthcare, commercial, industrial, and luxury residential homes. [www.scherrerconstruction.com](http://www.scherrerconstruction.com).

