



## Executive Assistant/Construction Administrator (Broomall, PA)

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compensation: **Based upon experience and prior salary history. We do not cut corners when it comes to the right hire!**

Job Description

Executive Assistant/Construction Administrator

We are a well-established, regional disaster restoration and general construction company located in the Broomall, PA area. Seeking one sharp individual to come in and learn our industry and our services.

It's a given that you be a self-starter and able to work independently once trained.

Your ability to manage multiple projects, with extreme attention to detail will ensure that our projects are planned and executed appropriately.

This job is uniquely different than the average office manager position. We are seeking someone not satisfied with the status quo and one who seeks a greater challenge. As the executive assistant/ construction administrator you will provide key management of our communications, customer service, and administrative functions.

Do you have the desire to elevate yourself to an office manager's position and eventually oversee operational management of the home office?

The ability to write a cover letter elaborating on why you would be the best candidate for this position is required for consideration. If you do not possess the writing prowess with the acumen to put pen to paper, you will not be considered a strong applicant.

**Job Requirements:**

- Customer service/sales experience a plus.
- The ideal candidate will have 2+ years of experience for a general contractor or related trade.
- You'll be expected to field calls from a variety of prospective clients after training.
- Maintain project files, coordinating all aspects of multiple phase projects being run out of state.
- College degree with supporting practical intelligence preferred.
- Excellent written and verbal skills.
- Ambitious with a strong work ethic.
- Have the ability to quickly determine clients' needs and provide solutions.
- Answer multi-line phone system.
- Explain services to clients after appropriate training.
- Proficient in Microsoft Office -- especially Word, Excel & Outlook.
- Assemble accurate information for job costing.
- Manage Outlook email and calendar.
- Draft preliminary reports once experience and comfort level is achieved.
- Compiling information packets for clients.
- Must be local to the area and have dependable transportation.
- This is a non-smoking office.
- Documented salary history is required with your cover letter.

Please write - Cover Letter Included - in the subject line.

