



Office/Accounting Administrative Assistant

November 6<sup>th</sup>, 2024

Symmetry Builders, Inc.

Commercial general contractor seeking an individual to assist our Dacono team by providing a wide variety of tasks related to the day-to-day operations within our office.

The successful candidate will be willing and able to take on a variety of duties and handle interruptions as they arise. This individual must be able to work and communicate well with all colleagues and vendors in the office environment. A good work ethic that includes prompt and regular attendance, ability to work independently, personal credibility, and ethical conduct is a critical requirement. Individual must be flexible to perform or assist with accounting and office tasks as needed.

Accuracy, organizational abilities, and strong attention to detail are essential. Computer skills including proficiency in e-mail, MS Word and Excel programs required.

Primary responsibilities include:

- Office: Answer phones, direct calls to appropriate individuals and greets all visitors. Accept and distribute packages and other deliveries; prepare outgoing mail and pickup incoming mail. Oversee fun office activities and planning of company events all while keeping office organized and stocked with all office necessities.
- Administrative: Performs clerical duties including typing, filing and sending emails. Maintain filing systems (manually and electronically).
- Accounting: Provide support to colleagues in the accounting department with accounts payable, accounts receivable, credit card statements and other accounting related tasks as needed.

Full-time position

Normal business hours are M-F, 8am-5pm.

High school diploma or equivalent required.

Pay Range \$22 - \$27 / hour

Full Benefit Package

Date the application window is anticipated to close – 12/06/24