



CAREER OPPORTUNITY

Administrative Assistant

RW Dake Construction is an established construction and general contracting leader across many industries from banking to healthcare to manufacturing, serving clients throughout the Northeast and Mid-Atlantic.

Job Title: Administrative Assistant

Job Classification: Full Time Position

Location: Buffalo, NY

Overview: This position provides clerical support to the Buffalo, NY office and other offices as needed. This position reports to the Buffalo Vice President, Regional Admin Lead and Controller.

Responsibilities:

The responsibilities/functions may include but are not limited to the following:

- Process weekly payroll and review time entries to ensure accuracy.
- Ensure all new hire forms are completed and sent to Corporate office.
- Answer and direct incoming calls to office.
- Process and distribute mail daily.
- Job setups in accounting and construction management applications including uploading drawings and filing commitments.
- Assist in distributing company literature to field employees.
- Maintain a clean and organized workspace.
- Schedule and attend meetings as needed.
- Learn and understand the importance of effective communication.
- Learn and understand the importance of customer relations.

Required Competencies/Skills:

- Strong problem-solving skills
- Ability to multitask
- Exceptional attention to detail
- Strong written and verbal communication skills
- Ability to lift 25 lbs
- Ability to work in a fast-paced environment
- Willingness to take initiative and accept responsibility for assigned tasks
- Experience with MS Office and ability to learn company-specific programs and software
- One year of administrative experience is preferred