

## 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:** Columbia, MD

**Overview:** This position provides clerical support to the Columbia, MD office and other offices as needed. This position reports to the Maryland 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