

SCOTT & MURPHY INC.



LOOKING FOR THE BEST CONSTRUCTION ADMINISTRATIVE ASSISTANT

Growing Construction Company seeks a motivated and responsible person to join our team as an administrative assistant, providing support to project managers and office staff.

This position is responsible for handling front office reception and administrative duties, including but not limited to, preparation of bid proposals, contracts, change & purchase orders, correspondence, reports and other documents as needed, greeting guests, answering and transferring phone calls, handling company inquiries, ordering plans and drawings, managing incoming packages and outgoing overnight mail when needed.

Requires strong skills in Word, Excel, and Outlook.

This position requires accuracy, ability to provide quick turnaround of tasks, ability to work under pressure, and handle multiple tasks simultaneously. Positive attitude, professional communication & organizational skills are essential. Construction experience preferred.

References required with resume for consideration. Compensation commensurate with experience and education. Replies are confidential.

Submit Resume to:

SCOTT & MURPHY, INC.

P.O. Box 2520, Bowling Green, KY 42102

Email- resume@scottandmurphy.com

Phone - 270-781-9944 • Fax - 270-782-2506

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