



ADMINISTRATIVE ASSISTANT

PRIMARY DUTIES:

- Provides high-level administrative support and assistance to the owner.
- Receive all incoming calls. Screens and direct phone calls to the appropriate party.
- Gather information and ask key questions for new job leads and input notes from the initial call. Emphasize the features of products of Reese Builders.
- Managing CEO schedule, arranging meetings, appointments, and travel arrangements.
- Managing incoming and outgoing mail, emails, and correspondence.
- Managing documents/details. (Tracking expenses, bookkeeping, producing and distributing memos, notes, details as needed).
- Customer experience. (Manage job close out. Coordinating client gifts, follow up pictures of projects, google review, etc.)
- Oversee and performs general office tasks including ordering supplies, inventory and re-stock as needed.

QUALITIES:

- Organization
- Excellent communicator
- Self-confident
- Team player
- Professional
- Attention to detail
- Confidentiality
- Time management
- Interpersonal skills
- Problem solving
- Adaptability
- Customer service

REQUIRED SKILLS:

- 1+ year experience in Assistant or Administrative roles.
- Communication skills (written and verbal)
- Calendar Management
- Organizational, and interpersonal skills
- Proficiency in administrative tasks and computer systems
- Soft conflict management skills
- Proficiency in technology (computer / software applications)

DESIRED SKILLS:

- Experience with Canva design software
- Experience in JobNimbus / CRM software
- General construction knowledge / construction process.
- Ability to work on your own
- Adept in reading plans / blueprints
- Accounting and finance
- General Legal and regulatory

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of Administrative Assistant.

Location: Des Moines office
Position: Full time
Salary range: Hourly \$17 - \$21 per hour. Health insurance, paid time off