Trendsetting, stable and intentional commercial construction company searching for an Administrative/Project Coordinator to join their busy team, full time (40-45 hours depending on the season). With the purpose of crafting a reputation of transparency, trust and solid execution, McCurry Construction Company seeks to fulfill each commercial project as though it were our client’s custom home. Services include construction management, enhancements, design/build construction, as well as special project/renovation management.

The ideal candidate thrives in a casual office/construction shop type of environment, maintains exceptional communication skills, is highly organized: takes initiative: desires to learn and enjoys wearing many hats in the office with limited supervision. If this sounds like a match for you, please apply with a short cover letter and resume.

**ESSENTIAL DUTIES**

* Working directly with the owner preparing and following up on contracts/estimates, sales, marketing, advertising, and social media management efforts.
* Schedule customer estimates and jobs ensuring all parties are well informed and available.
* Answer incoming calls & e-mails; addressing customer needs directly and/or referring calls to the appropriate manager.
* Work with field staff to collect daily time sheets and ensure they are completed with accuracy.
* Data entry of daily job reports and other project related forms.
* Develop and maintain meeting and activity schedules for project personnel
* Preparation of document, manuals, and information packages (i.e., technical portion information for vendor bid and purchase packages).
* Setup and maintain both electronic and hard copy files.
* Other misc. admin duties/projects as assigned.

**QUALIFICATIONS**

* At least 2-5 years of experience in an executive or admin. assistant role; construction

industry highly preferred! Business management training, a plus.

* Experience with business social media mgmt., marketing, and/or sales assistance a huge plus.
* Computer literacy a must; ability to understand and use Microsoft Excel and Word.
* Strong communication and customer service skills.
* Ability to learn Construction Software, (PASKR) quickly and take initiative with limited supervision.
* Strong work ethic (reliable), organizational skills, and attention to detail. A self-starter.
* Enjoys customer service and has a professional phone demeanor.
* Must have reliable transportation and valid driver's license.
* Associates Degree or higher is preferred but, experience is a critical factor.

**Additional Information**

Salary information available upon response; competitive package, including benefits, will be presented.

All your information will be kept confidential according to EEO guidelines.