

Receptionist/Administrative Assistant

Local contractor specializing in the exterior repair of commercial/industrial buildings, and the preservation of historic and liturgical structures, is seeking an organized, motivated individual to join our team as receptionist/administrative assistant, supporting our small office staff and employees in the field. In business for twenty-five years, we are located in Midtown Cleveland, along the Health-Tech Corridor, an area of exciting growth and change. Notary Public commission a plus, or willingness to attend notarial training. Prior experience in a construction office would be optimal.

Key job responsibilities include:

- Answering phones;
- Running applicant background checks;
- Procuring insurance certificates;
- Completing municipal contractor registration;
- Ordering office supplies;
- Filing/Scanning documents;
- Compiling job documents;
- Maintaining customer/vendor contact information;
- Maintaining company calendar.

Qualifications:

- Bachelor or Associate Degree preferred, or equivalent clerical training;
- Three years' office experience, preferably in construction or trades service;
- Must be able to work independently, as well as collaboratively;
- Trustworthy, ethical;
- Proficient in Microsoft Word, Excel, Outlook;
- Interest in historic preservation a plus;
- Must pass a background check and drug test.

Compensation:

- Full time, salaried position: \$32,000 - \$36,000 a year;
- Medical, dental and vision insurance available after ninety days;
- IRA with matching employer contribution;
- Paid time off;
- Unique, casual work environment;
- Located in Midtown Cleveland along the Health-Tech Corridor;
- Free onsite parking.

email resume to info@frostbldgmaint.com