



## **Administrative Assistant**

Full Time

Schedule - Monday - Friday 7am - 5pm

Starting Pay: Dependant on qualifications

Have a “Go-Getter” & dependable personality? If so, CoMitted 365 Roofing & Exteriors is the perfect employer for you. We are currently hiring an Administrative Assistant to join our Team. Hard work is rewarded when you join our team!

The Administrative Assistant is responsible for performing clerical duties in a professional and business-like fashion. This person will perform various support functions for the Office Manager. This person should have experience in Microsoft Office, data entry, excellent oral and written communication skills, and flexibility in performing a variety of tasks. If you enjoy a fast-paced, detailed work environment apply today!

*This position is NOT remote, our office location is in Waite Park MN.*

### **Specific Role Responsibilities:**

- General office support to All Departments
- Ability to interact with insurance companies
- Processing online reviews
- Sending out Thank You cards
- Processing of Building Permits
- Answering of office phone
- Tracking of all change orders within projects
- Using online client management software

### **A Successful Applicant must have the following:**

- Valid Driver’s License
- Must pass a pre-employment drug screen.
- Bachelor’s degree in Construction Management, related field or business management, or 2 years field-related experience
- Diverse project background
- Strong attention to detail
- Positive Energy & Teamwork Mentality
- Experience working with a roofing CRM, AccuLynx is preferred

**Benefits:**

- Join a team that believes that hard work should be rewarded
- Simple Plan with Employer Contributions
- Health Insurance
- Full-time employment with Overtime
- Growth opportunities
- Paid Holidays
- Paid Time Off

An Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, age, disability, or veteran status.