

Administrative Assistant

Argus Construction Services is looking for an organized, dependable individual with strong personal integrity to fill an office-based Administrative Assistant position. The Administrative Assistant will support the Argus team by conducting a variety of administrative tasks including answering phones, preparing and processing paperwork, purchasing supplies, record-keeping and tracking, and participating in special projects, as needed. On-the-job training will be provided and while candidates do not need prior knowledge of construction or stormwater management, they must be willing to learn.

Successful applicants will have exceptional character and will:

- Be detail oriented, efficient, and capable of independent problem solving
- Have a positive, friendly, helpful attitude
- Be reliable, consistent, and motivated to learn and succeed
- Have excellent organizational skills
- Be great at multi-tasking and be willing to jump in wherever needed
- Have strong written and verbal communication skills
- Be proficient in MS Word (Experience with Adobe Acrobat and Excel is a plus)

This is a full-time, in-office position and remote work is not possible. If you are looking for a small-company environment and are ready to work hard and be a team player, we want to hear from you. **Go to www.arguscs.com for more information about Argus Construction Services.**

