

Location: Las Vegas, NV

Employment Type: Full-Time (In-Office)

Argus Construction Services is seeking a highly organized, detail-oriented Administrative Assistant to support our growing Las Vegas operations. This position plays a critical role in managing the company's billing, accounts receivable (A/R), accounts payable (A/P), and day-to-day administrative functions.

Compensation & Benefits

- **Pay Range:** \$22 – \$28 per hour (based on experience)
- Paid Time Off (PTO)
- Health Insurance
- 401(k) Plan

Key Responsibilities

Billing & Accounts Receivable (Primary Focus)

- Prepare and issue **300–400 invoices per month** with a high level of accuracy
- Track outstanding invoices and manage **collections on past-due accounts**
- Communicate professionally with clients regarding billing, payments, and discrepancies
- Maintain organized and accurate billing records

Accounts Payable

- Process vendor invoices and ensure timely payments
- Maintain accurate expense tracking and documentation
- Work with vendors and internal teams to resolve billing issues

Administrative & Office Support

- Answer and direct incoming calls in a professional manner
- Prepare, process, and organize company documents and reports
- Maintain filing systems (digital and physical)
- Order and manage office supplies
- Assist leadership and team members with administrative support and special projects

Qualifications

Core Attributes

- Strong attention to detail and organizational skills
- Reliable, consistent, and accountable
- Ability to manage multiple priorities in a fast-paced environment
- Strong written and verbal communication skills
- Proactive problem-solver with the ability to work independently
- Positive, team-oriented attitude

"PRESENTING THE SOLUTION"

Corporate Headquarters

10161 Park Run Dr., Suite 150
Las Vegas, NV 89145
ph: 844.365WPPP

Las Vegas Division

5580 S. Fort Apache Rd., Suite 130
Las Vegas, NV 89148
ph: 702.468.6962



www.arguscs.com

Reno Division

9190 Double Diamond Pkwy
Reno, NV 89521
ph: 775.525.8134

Phoenix Division

8611 N. Black Canyon Hwy, Suite 110
Phoenix, AZ 85021
ph: 602.237.5967

Technical Skills

- Proficiency in **Microsoft Word and Excel** required
- Experience with **QuickBooks** strongly preferred
- Experience with Adobe Acrobat is a plus

Experience

- Previous experience in **administration, billing, A/R, or A/P preferred**
- Entry-level candidates with strong aptitude and willingness to learn will be considered
- Experience in construction or service-based industries is a plus, but not required

Work Environment

- Full-time, **in-office position (remote work not available)**
- Fast-paced, team-oriented environment
- High level of responsibility and ownership in daily operations

About Argus Construction Services

Argus Construction Services is an established environmental and safety consulting and contracting firm serving the Southwest for over 20 years. We help builders, developers, and contractors comply with Federal, State, & Local regulations.

Our culture is built on our core principle:

“Here to Serve – Our Employees, Our Clients, Our Community, & Our Environment”

Why Join Argus?

- Be part of a **growing, well-respected company**
- Take ownership of key operational and financial processes
- Clear path for **career growth into advanced administrative or accounting roles**
- Work alongside a professional, team-oriented group

How to Apply

If you are organized, dependable, and take pride in accuracy and follow-through, we encourage you to apply. This role is best suited for someone who is detail-oriented, takes ownership of their work, and is committed to maintaining high standards in a fast-paced environment.

Learn more about us at: www.arguscs.com

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