

## **ADMINISTRATIVE ASSISTANT - SPRINGFIELD, NE**

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

### **ROLE AND RESPONSIBILITIES**

This role is responsible for providing administrative support to our Safety and Project Management Team, General Foreman, and Superintendents on our job site in Springfield, NE.

- Answers incoming phone calls and greeting visitors.
- Receives and distributes mail and deliveries.
- Maintains office supplies.
- Develops efficient system to track and upload safety and training documentation.
- Files all required documentation regarding the scope of the project.
- Processes new hire paperwork.
- Assists with onsite orientation and training coordination.
- Completes special projects and duties assigned by the Safety Department or Project Management.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High School Diploma or equivalent.
- Two (2) years of administrative support experience or a combination of related education and equivalent work experience required.
- Knowledge of Construction Industry, Electrical contracting or building trades preferred.
- Intermediate skills in Microsoft Word and Excel, with ability to learn internal Software system.
- OSHA 30 certification preferred.

### **KEY COMPETENCIES**

- Excellent organizational skills.
- Strong attention to detail and problem solving skills.
- Self-starter and able to work independently and in a team environment.
- Excellent verbal and written communication skills.
- Ability to prioritize and manage multiple responsibilities.
- Ability to meet daily deadlines.
- Excellent customer service skills.
- Positive attitude, along with maturity and dependability

## **PHYSICAL REQUIREMENTS**

- This job operates at a job site and exposed to hazards typical of a construction site, requiring work boots at all times, as well as occasional use of a hard hat, high visibility vest, eye protection and gloves.
- This job operates in an office trailer on a construction site most of the time, and occasionally may be required to work in the construction zone.
- This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 25 pounds.

## **BENEFITS**

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

**Apply online today at [www.huntelec.com](http://www.huntelec.com) or contact Megan Tragiai at (651) 643-6628!**

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities