



8904 Fairbanks N. Houston Road • Houston, TX 77064

P: 713 466-5395 • F: 713 466-8198 • www.boyerinc.com

Position Description: Administrative Assistant I

To provide administrative support in a variety of functions to Project Management at large utility contractor located in Northwest Houston. Respond to routine inquiries from project managers starting with but not limited to preparing reports, charts and other presentation material on a regular basis. Required to maintain neat, orderly, complete documents and project files. To be flexible in assisting other team members as needed for the benefit of the Company.

Essential Duties and Responsibilities:

Coordinate between departments day to day operations preparing business correspondence using Microsoft Office, Word, Excel and Outlook:

- Prepare Job Start Up and Close out Documents per project
- Monthly pay applications/invoicing
- Subcontracts
- Purchase orders
- Change Orders
- Schedules/Reports
- Bid Proposals & Worksheets
- Submittals
- Operation & Maintenance Manuals
- Track monthly lower tier subcontractors
- Assist Project Manager with monthly meeting minutes
- Managing files hard copy and electronic filing system
- Other duties as assigned

Qualifications:

The ideal candidate will have 2-3 years administrative experience, construction background a plus. Strong computer MS Office Suite skills being proficient and advanced in Excel and Word to create charts, reports and other presentation materials. Candidates must demonstrate effective verbal and written communication and capability to handle multiple tasks at one time. Ability to manage and prioritize tasks/projects effectively with little supervision.

It is the policy of Boyer, Inc. to be an equal opportunity employer. The company recruits, hires, trains, and promotes into all job levels the most qualified person without regard to race, color, religion, sex, national origin, age or non-job related handicap, and the company will not discriminate against a person for any of the above reasons.