

Job Title: Office Administrator
Location: Allentown, PA



PRIMARY FUNCTION:

To manage day-to-day administration of the Allentown Office.

RESPONSIBILITIES:

- Handle incoming and outgoing office correspondence
- Manage USA Phone (VOIP) system, including setting up new extensions, voicemails, cell phone app, changing ring options, transferring calls, conference calling etc.
- Process all incoming/outgoing packages and deliveries
- Monitor inventory, jobsite and office supplies.
- Maintain printers, supplies and act as main contact for technical support.
- Coordinate with IT service provider on delivery and installation of new equipment and repairs.
- Assist Human Resources with setup and onboarding of new employees.
- Update Employee and Project Directories.
- Monitor the Accounts Payable email account and forward invoices/email inquiries to appropriate parties throughout the day.
- Ensure neat and orderly common areas within office.
- Coordinate setup of virtual meetings and conference calls.
- Assist project and preconstruction team as needed with tasks and special projects.

SKILLS & ABILITIES:

- Proficient in Microsoft Word, Excel and Outlook.
- Excellent interpersonal, communication and organizational skills.
- Ability to follow through and prioritize work assignments with minimal supervision.
- Ability to learn construction management software (PCMX, Bluebeam, SmartBid)