



275 Fairchild Ave, Ste 106 Phone: 530. 345.8455  
 P.O. Box 6039 Fax: 530. 345.8885  
 Chico, California 95927 Lic. 679303

<b>Job Title</b>	Receptionist and Administrative Assistant		
<b>Department/Group</b>	United Building Contractors General	<b>Job Code/Location</b>	Main Office
<b>Starting Wage/Salary</b>	\$16-20/hr depending on experience	<b>Hours Required</b>	32+ hours required a week
<b>Description</b>	Your responsibilities include reception at the front desk, including answering the phone, directing calls, and assisting with visitors, mail deliveries and packages. Your work will include keeping office supplies, safety gear and company t-shirts, logo's etc ordered and in stock. You are responsible for public relations, such as media postings, holiday and thank you cards and gifts. Must keep trash emptied and the copy machine stocked with papers. Must file and track notices, insurance certs and other basic record keeping, including requesting records when missing or incomplete. Must complete project document filing.		

**Roles and Responsibilities are listed but not limited to the following:**

- Must have a typing speed of 50+ WPM and be proficient at 10-key entry
- Must know and be proficient at Microsoft Office Word and Excel
- Must understand and be proficient at emailing and calendaring using Gmail
- Must have a friendly demeanor that shows respect and care for our staff, clients and guests
- Must be able to dress and act professionally at all times
- Must be proficient with Adobe, creating, scanning and editing PDF's
- Must be able to operate a multi-line phone system, copy machine, scanner and fax machine
- Must be good at reading and writing and able to proofread documents or draft letters
- Must be able to learn documents' names, significance and track them properly
- Must be able to request documents as needed via email and phone: go online and verify license or CPR status and file documentation correctly
- Must be able to assist with making phone calls to establish who will be participating in project bids
- Must be a self starter, have initiative and be organized and timeline driven without being reminded
- You will be requested to assist the President, CBO, Office Manager, Project Manager and Controller with administrative duties
- You may be required to do data entry for Accounts Payable
- You may be required to run errands, including dropping off bids, get mail certified, pickup packages and deliver important items so you must have reliable transportation and be willing to drive to areas, sometimes outside of Chico (mileage reimbursement provided)
- Being bilingual will be considered an advantage
- Construction knowledge of terminology and records will be considered an advantage
- College graduate (any degree) will be considered an advantage

We are a great company who has focused mainly on schools and public works construction projects since 2001. Construction experience is not required but a plus. Must have experience in Word, Excel, PDF and Gmail. Only applicants that meet the above stated requirements will be considered. Please send us a resume, cover letter and references to [hr@unitedbuildingcontractors.com](mailto:hr@unitedbuildingcontractors.com). Position will remain open until filled.