

## Concrete Administrative Assistant

Full Time

Harrisburg, PA, US

### About this position...

The **Concrete Administrative Assistant** is responsible for assisting the Concrete Manager and Executive Management team in monitoring and administering all concrete construction projects from inception through customer delivery.

- Gather and maintain accurate records from the field and accounting so that cost to complete and estimates for both internal and external purposes are readily available.
- Source material pricing from QP vendors for on-going projects as well as create and send Commitments on behalf of the division and verify supplier contractor has read and accepted the terms (once approved through normal workflows).
- Coordinate with accounting to ensure all costs are filed and approved to the appropriate project and cost codes and follows up with applicable personnel as needed.
- Ensure licenses, inspections, and maintenance of fleet is coordinated and completed with Concrete Manager and fleet manager.
- Ensure that expendable and job costs items are replenished timely and kept in one spot to avoid delays and ensure inventory is controlled.
- Collect (and ensure completed) QACs, pictures, and other project documents are turned in and filed appropriately.

### What we are looking for from you...

- Minimum of 1-2 years of design or construction administrative experience
- Strong computer skills, including advanced skills in Microsoft Excel and Microsoft Project
- Ability to read drawings, plans, and sketches
- Willingness and commitment to learn new technologies
- Ability to organize and prioritize work
- Strong communication skills

### Why work for Triple Crown??

- Ranked #2 in the Fastest Growing Companies in Central PA for 2021
- Stable, Growing, Successful company with over 45 years of success in the Greater Harrisburg area!
- Active Military/Veteran friendly workplace
- Health, Dental, and Vision insurance for employee and family
- Retirement Plan - 401K with employer match & profit sharing
- 11 PTO days within the first 6 months of employment

*Selected applicant will be subject to a background check and pre-employment drug/alcohol testing.*

***We are an Equal Opportunity Employer***