

**Company Name:** Gould Construction

**Title of Position:** Administrative Assistant

**Position Type:** Full Time

**Pay Range:** \$22-\$28

**Benefits include:** 401K plus match, vacation/sick pay, health, vision, and dental.

**Location:** Glenwood Springs, CO

Gould Construction, Inc. is a fully integrated heavy construction and site development general contractor, providing construction services within the State of Colorado. Gould Construction was incorporated on June 11, 1979 is operated by the 3rd generation of the Gould family. Gould Construction has become the leading heavy and highway contractor in Western Colorado employing close to 100 employees with diverse range of experience.

## **JOB DESCRIPTION**

### **Summary**

Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as data entry, preparing correspondence, receiving visitors, scanning, copying, answering phones, arranging conference calls and scheduling meetings.

### **Essential Functions**

Royal Mini Storage Tasks:

1. Provide customers with unit availability and pricing.
2. Assist customers with completing application and renting units.
3. Take cash, check, and credit card payments.
4. Ensure proper function of Yardi rental system and gate software.
5. Complete weekly walk-throughs at both locations.
6. After hours and weekend work needed when issues arise.

Administrative Assistant Tasks:

7. Type reports, memos, letters, and other documents using word relevant computer software.
8. Scanning and entry of AP invoices into accounting system and miscellaneous data entry functions.
9. Manage filing of accounting invoices, mini storage contracts, and human resources documents.
10. Answer phone calls and direct calls to appropriate parties or take messages.

11. Greet visitors and help mini storage customers.
12. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
13. Perform general office duties such as ordering supplies and maintaining records management database systems.
14. File and retrieve and print corporate documents, records, and reports.
15. Pick up mail from post office. Open, sort, and distribute incoming correspondence.
16. Make travel arrangements and other assigned tasks for executives.
17. Marketing assistance with website, social media accounts, project resume books and other miscellaneous marketing tasks.

### **Competencies**

1. Flexibility.
2. Communication Proficiency.
3. Time Management.
4. Collaboration Skills.
5. Personal Effectiveness/Credibility.
6. Technical Capacity.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

Ability to lift files, open filing cabinets and bend or stand as necessary.

Ability to complete onsite inspections, which include walking, lifting overhead doors, and driving to and from the site.

### **Required Education and Experience**

1. High school diploma.
2. Administrative experience preferred.