

Company Name: Gould Construction

Title of Position: Executive Assistant

Position Type: Full Time

Pay Range: \$50,000-\$70,000

Benefits include: 401K plus match, health, vision, and dental, life insurance.

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.

Duties:

The executive assistant 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

1. Type reports, memos, letters and other documents using word relevant computer software.
2. Manage filing in multiple departments.
3. Answer phone calls and direct calls to appropriate parties or take messages.
4. Greet visitors.
5. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
6. Perform general office duties such as ordering supplies and maintaining records management database systems.
7. File and retrieve and print corporate documents, records and reports.
8. Open, sort and distribute incoming correspondence, including faxes and email.
9. Make travel arrangements and other assigned tasks for executives.
10. Type reports, memos, letters and other documents using word relevant computer software.
11. Scanning and entry of AP invoices into accounting system and miscellaneous data entry functions.
12. Manage filing of accounting invoices, mini storage contracts, and human resources documents.

13. Answer phone calls and direct calls to appropriate parties or take messages.
14. Greet visitors and help mini storage customers.
15. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
16. Perform general office duties such as ordering supplies and maintaining records management database systems.
17. File and retrieve and print corporate documents, records and reports.
18. Open, sort and distribute incoming correspondence, including faxes and email.
19. Make travel arrangements and other assigned tasks for executives.

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

This is largely a sedentary role; however, filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Required Education and Experience

1. High school diploma.
2. Administrative experience preferred.
- 3.

Gould Construction is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law