



2665 Scott Ave., Suite A
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"For All Your HVAC Control Needs"

www.controlcostl.com

Office Administrator / Project Assistant

Controlco is seeking an outgoing and organized Office Administrator to add to our team. Attention to detail with the ability to multitask is a necessity. Construction industry experience is a plus.

Responsibilities:

- Answer and direct calls
- Greet clients/visitors on arrival
- Maintain and order office supplies
- Provide support to operations staff (submittal and closeout documentation)
- Submit and fulfill Purchase Orders
- Handle Shipping and Receiving of various materials
- Perform AR/AP account duties.
- Manage billings and expense reports
- Maintain data in accounting software
- Maintain office filing system
- Additional administrative duties as needed

Requirements:

- High School Graduate
- Minimum 2 years of administrative experience (in the construction industry is a plus)
- Ability to multi-task with excellent organization skills and attention to detail
- Strong computer skills (Microsoft Office and Adobe)
- Above average written and verbal communications skills
- Self-motivated, quick learner
- AutoCAD experience is a plus
- Experience with ComputerEase accounting software is a plus

Controlco, Inc. offers competitive compensation and benefits including:

- Health / Dental / Vision
- Retirement Plan
- Vacation
- Sick Leave
- Holidays

We offer long-term stability and personal advancement opportunities to our employees. Join our team!

Salary based on experience

Job Type: Full-time

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.