

Job Title: Administrative Assistant

Classification: Full time - exempt

Department: Business Services

Job Summary:

This position is responsible for performing a variety of administrative support functions, greeting clients, and answering phones.

Duties and Responsibilities:

- Answer and direct phone calls
- Greet clients
- General administrative duties including correspondence and project work for the construction administration department and other departments as necessary
- Prepare contracts and other documents
- Assist with project specifications
- Update production and vacation schedules
- Maintain project folders and lists
- Assist with plan distribution & addendums
- Update HSR website with project specific information
- Operate mail/postage machine
- Order and organize office supplies, maintain conference room schedules and manage email groups
- Other duties as assigned

Education and Experience:

- High School diploma or equivalent
- High proficiency with current versions of Microsoft Office 365
- Must be highly organized, detail oriented, and work well with a variety of staff
- Excellent writing and proofreading skills
- Effective time management, with ability to prioritize and multi-task
- Knowledge in construction & design field a plus

Salary Range:

Anticipated salary range for this position may be \$35,000-\$45,000; Salary will be evaluated based on relative experience and may be higher or lower than the stated range depending on factors unrelated to the applicant's race, color, religion, gender, sexual orientation, gender identity, national origin, ethnicity, age, or disability.

ARCHITECTURE
ENGINEERING
INTERIOR DESIGN



HSR Associates

100 Milwaukee Street

La Crosse, WI 54603

Phone : 608.784.1830

Fax : 608.782.5844

www.hsrasociates.com