

Operations Assistant

Reports to: President

FLSA: Non-Exempt

Role: Support Services

Location: Woodinville, WA

SR Building Services seeks a dynamic, high energy Operations Assistant who is self-motivated and highly organized to succeed in our growing Company. Successful candidates will have a professional attitude and thrive in a fast-paced environment. If you are detail orientated, have excellent organizational skills and are a team player, you may be the perfect person to join our team!

There are many compelling reasons why exceptional people should consider a career with our Company: challenging, complex projects; creative and innovative problem solving environment; supportive, communicative managers who reward your success; opportunities for growth, training, and development.

Essential Job Responsibilities (include but not limited to):

- Responsible for contract billing.
- Responsible for Contract related Viewpoint functions.
- Vetting, bid tracker and labor Production up to date.
- Viewpoint Preconstruction module maintenance.
- Handle telephone and email inquiries and respond as appropriate.
- Draft, prepare, distribute and follow-up with various correspondence.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner along with managing deadlines.
- Diligent on follow up and project timetables.
- Provide administrative support to all levels of Contracts team.
- Support field staff with material allocation.
- Input PO's and submit to vendors.
- Manage all aspects of warranties.
- Job closeouts.
- Understanding of and commitment to customer service and SR Building Service's core values.

Education/Requirements:

- Two-year college education in business administration or other related field is desired, but not required.
- Equivalent work experience is acceptable in lieu of college education.

Skills/Knowledge/Abilities Required:

- Knowledge of document management systems, such as Viewpoint V6 Software, Bluebeam.
- Excellent computer skills including advanced knowledge of Microsoft Suite.
- Excellent grammar and written/oral communication skills. Excellent research skills.
- Ability to be self-directed, the ability to work independently, and be highly motivated.
- Ability to prioritize information and multi-task frequently while being timely with tasks.
- Excellent interpersonal skills and the ability to work well in a team environment.
- Detail-oriented, attention to detail and accuracy skills. Dependable and trustworthy.
- Ability to receive constructive criticism and feedback and translate into process improvement.
- Experience with transmitting documents in a variety of ways, based on customer specifications.
- 2+ years previous experience in a support role is a plus.
- Provide exceptional customer service to internal and external customers.
- Must maintain professionalism and a positive service attitude at all times.
- Sharp listening skills and critical thinker.

- Ability to work under pressure.
- Confident and personable.
- Fluent in Spanish a plus.
- CADD a plus.

Benefits:

Our competitive benefit package includes: Paid Time Off (PTO) and holidays, medical/dental/vision coverage (**monthly premium covered 100% by the Company**) and 401K profit sharing plan.

Travel

No travel is anticipated unless deemed necessary for trainings or other Company needs. Travel to job sites in the region may be required per the direction of the President.

Environment

The position operates the majority of the time in a typical office environment, spending time at a desk, typing at a computer, talking with people in person or on the phone, taking notes and using standard office equipment. The job also sometimes happens at job sites in the field or shop, walking, climbing ladders, talking with people or in sometimes loud environments.

ADA Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

AAP/EEO Statement

SR Building Services provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual preference, or status as a veteran or disabled veteran in accordance with applicable federal laws. In addition, SR Building Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which SR Building Services has facilities and/or jobsites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Passage of a drug test is required at the time of employment. SR Building Services is a Drug Free Work Environment. Any candidate that tests positive for marijuana or ANY controlled substance and/or alcohol during a pre-employment drug/alcohol screening will not be eligible for hire.