



**Our mission** to improve the experience people have with their contractor serves as our guide in every aspect of our business.

**Our core values and principles** compel us to provide a positive, encouraging work environment where every person is treated with the respect they deserve. We encourage innovation and optimism as we strive as a team to create the best customer experience for our customers. Our values of integrity, quality and innovation are encouraged to be lived out not only at work but in our personal life's as well.

## ADMINISTRATIVE ASSISTANT

### COMPENSATION

Pay for this position is hourly (\$12-14) depending on experience. Training for this role is provided by our office administrator for the first week to two weeks. There are growth opportunities within the company to further your career.

### WHAT IS EXPECTED?

Our administrative assistant is responsible for assisting our Office Administrator with the day to day operations in the office. This role's schedule would be Wednesday from 8:30 to 12:30 and Thursday/ Friday from 8:30 - 5:00.



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## DUTIES INCLUDE

- Answer and direct phone calls
- Account for invoices and expenses from subcontractors and vendors
- Submit and reconcile expense reports
- Submit invoices to customers and aid in accounts receivable
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Provide general support to visitors

## TRAITS OF A SUCCESSFUL ADMIN ASSISTANT

- Positive attitude
- Verbal communication skills
- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office, Google App, QuickBooks

## ABOUT CONTRACTINGPRO

ContractingPRO is a licensed general contracting company founded to improve the experience people have with their contractor. Our services cover all aspects of exterior restoration including roofing, siding, windows, and more. Customer satisfaction and reducing our clients' stress is our priority in order to provide the best experience possible.

Our approach is to embrace the highest quality people, products, and processes In the industry.

To learn more visit [mycontractingpro.com](https://mycontractingpro.com).



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