



## ADMINISTRATIVE ASSISTANT

### Job Description:

Ahlrich Concrete is seeking an administrative assistant to join our team. The ideal candidate is efficient, detail-oriented, and skilled in the following areas...

- Microsoft Office i.e. (Microsoft Word, Excel)
- Reviewing and Maintaining Written and Computer Files, plus Conducting Data Entry
- Assist in the Preparation of Regularly Scheduled Reports
- Ability to Handle Multiple Projects
- Prepare and Monitor Invoices
- Conduct Data Entry

### Qualifications:

- Self-Motivated and Excellent Multitasking Skills
- Proficiency in any Management Software
- Excellent Time Management Skills and Prioritize Work
- Very Detailed and Values Accuracy of Work
- Ability to Manage Project Files and Flow of Information for Assigned Projects
- Strong Written and Oral Communication
- Proficient in Microsoft Office i.e. (Microsoft Word & Excel)
- Ability to Work in a Fast-Paced Environment

### Compensation:

- Pay Based on Experience
- Includes Paid Holidays and 40 Hours of Vacation After Your First Year
- Schedule: Monday through Saturday
- Work Location: Le Mars, IA 51031

Ahlrich Concrete Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

<https://ahlrichconcrete.com/employment/>

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