



OFFICE ADMINISTRATOR

Job Description:

Ahlrich Concrete is looking for a Full-Time Office Administrator to work from their Le Mars, IA office. Do you like maintaining an organized office environment in a fast-paced workplace? Please send your resume and 1-3 references to info@ahlrichconcrete.com

Requirements:

- Answer phone calls and redirect them or record messages when needed.
- Update internal records of employees, customers, vendors and jobs
- Organize and maintain the filing system
- Bookkeeping
- Processes RFQ's, Change Orders, Estimates and other forms
- Maintain organized files on each individual project
- Retrieve mail, Run Errands and other tasks as directed

Compensation:

- Based on Experience

Schedule:

- 5 days a week
- 8 hours a day
- Monday – Friday

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/>

712.540.3284