

AL HILL PLUMBING CORP
ADMINISTRATIVE
ASSISTANT

General Purpose

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

Main Job Tasks and Responsibilities

- Bookkeeping assistance; filing, posting and data input.
- Assist with monthly billings.
- Maintain electronic and hard copy filing system.
- Handle requests for information and data for project files.
- Prepare written proposals.
- Request project quotes from vendors.

- **Education and Experience**

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping

Key Competencies

- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork