



NOW HIRING

FRONT DESK OFFICE ADMINISTRATOR

Under the direction of the Controller, the Front Desk Administrator receives visitors at the front desk by greeting, directing and announcing them appropriately. In addition, is responsible for answering, screening/forwarding incoming phone calls, sorting and distributing daily mail, monitoring office supplies and various accounting duties as assigned.

Position Responsibilities

- Being a strong and trustworthy representative of the company and its values
- Effective verbal, listening communication skills
- Keeping front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greeting and welcoming all that come to the front desk or through front door with a positive attitude
- Answering questions and addressing complaints
- Answering all incoming calls and redirecting them or taking/delivering message
- Receiving letters, packages etc. and distributing them
- Preparing outgoing mail by drafting correspondence, securing parcels etc.
- Checking, sorting and forwarding emails
- Monitoring office supplies and placing orders when necessary
- Keeping updated records and files
- Monitoring office expenses and costs
- Providing assistance to office staff, such as food ordering, maintaining office pool vehicle key possession and taking upon other duties as assigned (travel arrangements, schedules, safety, marketing etc.)

Position Requirements

- Great organizational skills
- Basic math and grammar skills
- Ability to work independently and in a team-based environment
- Knowledge of Microsoft Office applications

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned. This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening, background, and reference checks.

➡ Apply on line at www.BTCConstruction.com/careers or <https://www.Btrenchless.com/careers>

Company Paid Benefits

Competitive Wages ▪ Health, Dental and Vision Insurance ▪ 401K –After 1 year ▪ Life/AD&D Insurance
Referral Program ▪ Paid Time Off and Holiday Pay ▪ Mentorship Programs

SAFETY ▪ INTEGRITY ▪ COMMITMENT ▪ DETERMINATION ▪ COMMUNITY ▪ FUN

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