

## Office Administrator

### Job Summary

We are looking for a detail-oriented and motivated individual to join our office team. This role is critical in supporting our daily operations, ensuring we stay compliant with industry regulations, and managing invoicing for our material location.

### Key Responsibilities

- **Compliance & Safety:** Maintain DOT program files to ensure full regulatory compliance.
- **Invoicing & Accounts Receivable:** Manage daily invoicing and AR.
- **Scale Operations:** Utilize software to manage weight scale data and generate accurate billing.
- **Document Management:** Maintain organized job files, employee records, and "Notice of Commencement" documentation.
- **Spreadsheet Management:** Regularly update and manage internal spreadsheets.
- **General Administration:** Assist with filing and other clerical tasks to support the management team.

### Qualifications

- **Experience:** Previous experience in a construction, paving, or logistics office environment is highly preferred.
- **Technical Skills:** Proficiency in **SMS Turbo** or similar scale/billing software is a major plus.
- **Compliance Knowledge:** Familiarity with DOT record-keeping and compliance standards.
- **Organization:** Strong ability to manage multiple filing systems and keep spreadsheets up to date.
- **Communication:** Ability to handle professional correspondence regarding accounts receivable and Project start ups.