

Office Administrator

Join our Award-Winning Team! Kinney Construction Services, Inc. (KCS) is a growing Construction Services firm, specializing in Commercial Building Construction and Renovation, Civil Construction, and Renewable Energy projects. Our people have helped us stand out as one of Arizona's premier construction firms.

We currently have an exceptional opportunity for an **Office Administrator**. We are looking for a dynamic individual who can bring enthusiasm and innovative solutions to our team and projects. As the first-person that callers and visitors encounter, the right person will have a warm, engaging, and professional demeanor, will be organized, a strong initiator, and able to prioritize and juggle multiple tasks simultaneously. This is an in-person position and is based out of our corporate headquarters in Flagstaff, AZ.

SPECIAL SKILL REQUIREMENTS:

Excellent organizational and communication skills. MS-Office skills including Word, Excel, and Email. Ability to handle multiple tasks and prioritize where applicable. Understanding of an office environment and how to distinguish between urgent and non-urgent requests. The day-to-day duties and responsibilities may include but are not limited to the following:

- Answer, screen and transfer incoming calls or take messages, as necessary.
- Greet visitors and make them comfortable while waiting.
- Receive, date stamp, and distribute mail.
- Manage office equipment and telephone systems.
- Manage office supply inventory.
 - Inventory and track office supplies providing a list of items needed on a bi-weekly basis
- Maintain overall office organization and appearance.
 - Includes disinfecting tables, chairs, and electronic equipment as necessary
 - Zoom Conference setup and invitations as requested
- Maintain and track all parking spaces related to the building.
- Book and arrange travel, transport, and accommodations.
- Filing structure within office.
 - File creation
 - Help filing where possible
 - Assist Accounting Department with archiving
- Implement and maintain procedures and administrative systems.
- Assist in any special projects requested by:
 - Executive Team
 - Marketing Team
 - Accounting Team
 - Human Resources
 - Project Team
- Keep front desk area organized.
- Responsible for all office closing procedures as outline during training.

REQUIREMENTS

- Must have proficiency with software, hardware, and cloud-based platforms.
- Must have specific proficiency with Microsoft Office (Excel, Word, Outlook Email).
- Type 40+ words per minute.
- Excellent organization skills a must.
- Mastery communication skills, both oral and written.
- Strong experience with office equipment including copy machines and printers.
- Well versed in ability to prioritize multiple work assignments and complete work to articulated deadlines.
- Skilled in internet navigation and searches.

- Ability to maintain strict confidentiality and discretion.

BENEFITS & PERKS

- Comprehensive health, dental & vision coverage.
- Paid vacation, holidays, personal, and sick days.
- 401(k) + company match.
- New employee orientation and training.
- Employee volunteer opportunities.
- Company-wide events, i.e., houseboat trips, spring training games, BBQs, holiday parties, and more.

CHOOSE KCS

Our people are our most valuable asset here at KCS and we take great measures to recruit and retain the best industry individuals. With a keen eye for quality and a sharp wit to match, when it comes down to it, we are passionate about what we do and seek out others that also take pride in their work. Whether it's in the office, on the jobsite, or out in the community, we strive to be our best, growing and learning every step of the way.

CHOOSE FLAGSTAFF

We may be a bit biased, but we think Flagstaff is a wonderful place to call home. Our four-season climate is unique in Arizona, and when you combine it with our charm, you'll understand why people come here from all over the world. We choose Flagstaff and hope you do too. Learn what makes our mountain community thrive: chooseflagstaff.com/living-here

ADDITIONAL INFORMATION

Please visit our website to learn more about KCS: kinneyconstruction.net