



Project Administrative Assistant



Location: LCO Healthcare Clinic

Rate of Pay: Competitive Salary \$18.50 – 22.50 per hour (based on job experience) – TBD by Tribe

Availability: Full Time, 7:30 AM to 4:30 PM Monday through Friday.
Occasional weekend day or extended hours as needed.

Duration: Approximately 12 months from the date-of-hire

Supervisor: This employee will report to the Senior Project Manager of Woodstone

Job Description:

Woodstone Inc is currently seeking qualified candidates for the position of Project Administrative Assistant. This position will provide administrative support to the field construction office of Woodstone for the Prairie Flower Casino. This person will perform multiple administrative tasks in a fast-paced environment.

Responsibilities May Include:

- Field office set-up, organization and maintenance
- Answering telephone, screening callers, relaying messages and greeting clients
- Opening, sorting and prioritizing incoming mail and emails, handling distribution of reports and other outgoing correspondence
- Coordination, scheduling and preparation for both internal and client meetings and functions. Managing schedule and appointment calendar(s)
- Word processing for internal and external correspondence - e.g. RFI, submittals, memorandums, confirmation logs, change indexes, forms, reports and meeting notes
- Efficiently handling client needs, requests for administrative tasks (e.g. photocopying and faxing) and inquiries with little direction
- Establishing, organizing and maintaining an efficient file storage/retrieval system
- Document control and protection
- Assist in the administration and tracking of the Tribal hiring process
- Act as a liaison with other business units ensuring clear communications and positive working relationships
- Special projects as needed
- Administer and track Tribal hiring process

Basic Qualifications:

- Minimum of 5 years of Administrative Assistant experience in a professional services or related environment
- Excellent organizational skills – experience prioritizing work, handling multiple tasks at one time, problem solving and decision making
- Demonstrated computer proficiency using various software programs including Word, Excel, PowerPoint, Outlook and Prolog Construction software
- Strong verbal and written communication skills – typing proficiency of at least 55wpm with a strong focus on detail and accuracy of work, business English, composition, spelling and grammar
- Skilled at organizing administrative processes and systems, such as large project filing systems

Additional Qualifications:

- Preferable experience with large construction projects
- Ability to effectively interact with all levels of the organization
- Strong interpersonal skills and pleasant demeanor
- Must be enthusiastic with a positive outlook and a “can-do” attitude
- Must be punctual and at the project every day

Questions, please direct to:

Robert L. Sharlow

Superintendent

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