

Office Assistant

Atkins Electric is seeking a business-minded professional who can perform various administrative tasks in an office environment. Knowledge of Excel required.

Job Description

- Create and track timesheets of field personnel.
- Manage receipts and expense coding in Quickbooks and SharePoint.
- Submit reports and prepare proposals as needed.
- Prepare storm rosters and submit to corresponding utility.
- Assist with payroll summaries weekly.
- Assist with all required monthly reporting.
- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
- Assist colleagues whenever there is an opportunity to do so

Job Location and Hours

346 Industrial Road, El Dorado, AR 71730

Hours: Monday through Friday 8am – 5pm (flexible)

SEND RESUME TO:

April Madding, SVP Operations
aprilm@atkinselectric.com