



WEBCO HR, Inc.

Let Experience be Your Guide

ADMINISTRATIVE ASSISTANT – HUNTINGTON BEACH, CALIFORNIA

WEBCO HR, Inc. is seeking an Administrative Assistant to provide Construction Sales Office Support for one of our clients located in Huntington Beach, California.

SUMMARY:

The Administrative Assistant is crucial to the success of daily operations. While the Company will provide comprehensive training on their processes, they expect candidates to have a solid foundation in construction practices, particularly within the sub-contractor environment. This role requires strong organizational, communication, and relationship-building skills, with significant interaction across staff, customers, and external partners.

KEY RESPONSIBILITIES:

- Perform general office duties including managing calls, mail, email, calendars, and greeting visitors.
- Manage and maintain office supplies, receiving and shipping mail and packages.
- Assist all departments as needed, such as scheduling meetings, preparing reports, or organizing company events.
- Maintain proactive communication with customers and suppliers, following up on inquiries, and assisting the sales team in advancing bids and proposals.
- Support the collection and dissemination of bid requests and supporting documents.
- Maintain and update customer and project records, ensuring meticulous documentation and data integrity.

REQUIREMENTS

- Minimum of 3 years' experience within the construction sub-contractor environment or a related field with similar administrative demands.
- Proficiency in MS Office Suite (Word, Excel, Outlook, Teams), CRM, and Order Management software.
- Strong organizational skills with the ability to prioritize and manage time effectively.
- Excellent attention to detail and problem-solving abilities.
- Superior written and verbal communication skills.

COMPENSATION AND BENEFITS:

- Competitive hourly rate: \$19.00 - \$25.00, commensurate with experience.
- Comprehensive benefits package including health insurance, paid vacation, sick, & holidays, with opportunities for professional development, education, and advancement.

THE COMPANY:

Our client has been a leader in the waste and linen chutes industry for 90 years. Operating under several DBAs, including Chutes, Compactors, Recycling Systems, e-commerce parts and repair services. They pride themselves on quality, innovation, and exceptional customer service. They have provided a continuous evolution in business and industry-leading design, engineering, manufacturing, installation, and consulting. They are the nation's largest firm and the market's preferred supplier and contractor of all things linen and waste chutes, waste compactors, and related equipment.

WEBCO HR, Inc.
wayne@webcohr.com
www.webcohr.com
909-997-6549

WEBCO HR, Inc. is an Equal Opportunity Employer