# 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 will be responsible for supporting daily office operations, ensuring the smooth and efficient running of the office. A significant portion of this role (40% or more) will be dedicated to supporting the Sales Department, including data input, customer contact, and responding to customer requests. Strong organizational and communication skills are crucial, as the role involves regular interaction with staff, customers, and external parties.

## KEY RESPONSIBILITIES:

- Perform general office duties, including answering phones, managing emails, and greeting visitors.
- Maintain office supplies by checking inventory and ordering items.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Book travel arrangements and schedule meetings and appointments.
- Provide administrative support to ensure efficient operation of the office.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Handle sensitive information in a confidential manner.
- Coordinate office procedures and assist with office layout planning and office moves.
- Develop and update administrative systems to make them more efficient.

## SALES SUPPORT RESPONSIBILITIES:

- Input and manage sales data in CRM systems.
- Contact customers for information and follow-up on inquiries.
- Respond to customer requests and provide information as needed.
- Assist the Sales Team with preparing proposals, quotes, and sales documents.
- Schedule and coordinate sales meetings and customer site visits.
- Maintain and update customer records and sales databases.
- Provide administrative support to the Sales Team to ensure seamless sales operations.

## REDQUIREMENTS

- High School diploma: additional education including the completion of college level coursework would be a big plus.
- Proven administrative or assistant experience, with a focus on sales support preferred.
- A minimum of 5 years of experience in an administrative role.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (MS Excel, MS Word, and MS Outlook, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Proficiency in MS Office Suite (Word, Excel, Outlook).
- Strong time management skills.
- Excellent communication skills, both written and verbal.
- Ability to handle confidential information with discretion.
- Problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Experience in an administrative role within a construction or manufacturing environment preferred.
- Familiarity with office management software and basic bookkeeping procedures.
- Knowledge of project management and/or customer service principles is a plus.

## COMPENSATION AND BENEFITS:

- Competitive wage range of $19 to $26.44 hourly, based on experience.
- Comprehensive benefits package including health insurance, paid vacation, sick days, holidays, and opportunities for professional development and education.

## 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.** is an Equal Opportunity Employer