



WEBCO HR, Inc.

Let Experience be Your Guide

OFFICE COORDINATOR - COVINA, CALIFORNIA

WEBCO HR, Inc. is seeking a Office Coordinator for one of our clients located in Covina, California.

SUMMARY

The Office Coordinator will be part of a team which is responsible for the precise and timely organization of construction documentation. This position provides administrative support to the Operations Manager.

RESPONSIBILITIES:

- Create and maintain project documentation.
- Follow up of documents, drawings, change orders and project correspondence.
- Process and store digital and physical documents by project.
- File and organize project documentation as needed.
- Assist with scheduling labor and materials.
- Assist with dispatching work crews in the field.
- Implement and maintain office processes and procedures.
- Audit and up-date and maintain office files and information.
- Perform special tasks and projects as required.

REQUIREMENTS

- High school diploma or equivalent.
- Some college coursework or degree in business management or related field preferred.
- Experience and familiarity with office equipment such as copiers, scanners, digital cameras, etc.
- Previous general construction office experience is desired.
- Strong working knowledge of Microsoft Office; specifically, Word, Excel, and Outlook.
- Ability to work in a fast-paced, self-directed environment and prioritize multiple high-priority projects to ensure all deadlines are met.
- Excellent written and verbal communication skills.
- Meticulous attention to detail and strong organizational skills.

COMPENSATION:

- \$23-\$24 per hour.
- Benefits.

THE COMPANY:

Our client is a growth oriented, privately held, family owned and operated, licensed specialty contractor, service, repair, and e-commerce firm located in Covina. They have been in business for over 80 years and are the leader of the chute industry in customer service and product quality. Products and services include all things related to rubbish and linen chutes. debris chutes. rubbish compactors and recycling systems the company is multi-faceted, encompassing all areas related to permanent chutes. As a specialty contractor providing installed products to the new construction market. As a manufacturer providing complete chute and ancillary equipment nationally and internationally direct and through distributors. As a repair, service and parts company providing repairs, service (cleaning, maintenance & odor control) contracts and sales of e-Commerce parts worldwide.

WEBCO HR, Inc. is an Equal Opportunity Employer

APPLY