



## **Part-Time Administrative Support Position**

### **Job Summary:**

This Part/Time position includes general clerical and administrative support to a growing construction company – ESI Builders and Remodelers, Inc. located in El Dorado Hills. General position activities include answering incoming calls and other inquiries; working with team members to schedule meetings and project logistics; basic bookkeeping support; processing subcontractor invoices; managing office supplies; filing; and other general clerical operations.

### **Position Responsibilities:**

- Answer phones and other inquiries
- Coordinate with bookkeeper on processing accounts payable (A/P) and receivables (A/R)
- Order office supplies and needed or project supplies
- Prepare and submit payroll reports, bank draws and client invoices
- Participate and support team project planning and execution

### **Required Skills and Qualifications:**

- Pleasant, friendly, and service-focused disposition
- Operating knowledge and experience with Microsoft Office suite (MS Outlook, Excel, and Word)
- Capability to solve basic problems and make decisions based on available information
- Ability to travel/drive to local destinations for errands and other logistical purposes (post office, bank, blueprint shop, local project sites, County permitting office, etc.)
- Team-oriented and collaborative approach
- Preferred (not mandatory) experience with:
  - Construction industry
  - Social Media posting and outreach
  - Interaction with Clients/customers
  - QuickBooks™ Accounting System

### **Company Overview:**

ESI Builders and Remodelers is a successful small business in El Dorado Hills and we provide turnkey and high-quality professional support and construction services. We focus first on our clients as true partners and make sure their needs and the construction process are well organized, educational, and as efficient as possible. Our staff is an effective team and motivated to achieve the best for our company and our clients.