Career Development Opportunity

Site Supervisor: Adrian Williams
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Are you a BHSU Alumni?: No
If yes, what year did you graduate?:

Opportunity Details
Business, Company, Organization Name: Allied Construction, Inc
Company Description: Allied Construction is constantly striving for 100% Customer Satisfaction. The phrase used around the roofing world, right? Tossed around so loosely in this industry, few companies pay any mind to it at all. At Allied, it's not our motto, or our catch phrase. It's our PROMISE. We pursue, day in and day out, not only to set, but far EXCEED the standard in all facets of the industry.

Opportunity Offering: Part-time/Seasonal Job
Work Study Options:
The opportunity will take place in?: Spearfish, SD
Start Date: 9/2/2019
End Date: 9/30/2019
Weekly Hours: 18
Hourly Wage: $17.00 to $19.00 /hour
What does the opportunity provide?:
We are a construction company seeking an Office Assistant. This person will support outstanding office tasks and assist staff members.

Office Assistant Responsibilities:

Placing and expediting orders, keeping track of order status, delivering supplies to workstations
Organize onsite supplies and check inventory; Counting and adding merchandise
Packing merchandise to appropriate package
Handle outstanding phone calls and assist in customer service; answering questions, forwarding messages, order confirmations
Photocopying delicate pieces
Greeting clients and visitors as needed
Performing general office clerk duties and errands
Handling and organizing merchandise to the appropriate departments
Assisting company President and Supervisor

What are the characteristics of a qualified candidate?:
Office Assistant Requirements/Qualifications:
Strong attention to detail
Verbal communication skills
Administrative writing skills
Dependability/Ability to work under limited supervision
Ability to work under pressure
Team player
Excellent organization and time management skills
Willingness to learn and grow with the company

**What skills are needed to be successful?:**
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Administrative writing skills
Dependability/Ability to work under limited supervision
Ability to work under pressure
Team player
Excellent organization and time management skills
Willingness to learn and grow with the company

Salary: $17.00 to $19.00 /hour

**Application Process:**
Send resume to career@hamelconstruction.net

**Application Deadline:** 9/2/2019