Career Development Opportunity

Site Supervisor: Samuel Williams
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Phone: (605) 642-1511
Address: 1755 Iron Horse Loop Spearfish South Dakota, 57783

Are you a BHSU Alumni?: No
If yes, what year did you graduate?:

Opportunity Details
Business, Company, Organization Name: Siemonsma Construction Inc
Company Description: Siemonsma Construction is your local source for custom-built homes. Are you ready to ditch the cookie-cutter homes that someone else planned out for the one you’ve always dreamed of?

When you choose Siemonsma Construction for your custom-built home, you’ll rest easy knowing that our crew prides themselves on craftsmanship and quality over speed. Whether your project is over $250k or under, it will be designed to YOUR specifications.

All you have to do is share the vision of your dream home with us and watch it become a reality. All phases of construction will be handled by us, and you’ll have your home on-time and on-budget.

Opportunity Offering: Internship, Part-time/Seasonal Job
Work Study Options:
Opportunity Title: DATA ENTRY/OFFICE CLERK ASSISTANT
The opportunity will take place in?:
Start Date: 5/30/2019
End Date: 11/27/2019
Weekly Hours: 20
Hourly Wage: $20

What does the opportunity provide?:
We are a construction company that has an opening for a part-time data entry/office clerk who will be responsible for entering daily orders. We are looking for someone with a very positive outgoing personality with a willingness to learn more and the ability to multi-task.

Duties and Responsibilities:
General administrative activities
Receiving and processing all incoming orders
Use Excel templates and spreadsheet when required
Correspond with clients
Data entry and filing
Utilize FedEx; UPS; and US Postal Service as appropriate.
Perform other duties as assigned

Position Requirements-
Demonstrated excellent organizational skills
Keyboard/type 50 wpm, fast and accurate data entry skills
Attention to Detail
Proficient with Excel, MS Word and Outlook
Ability to communicate clearly and concisely, verbally and in writing
Must be highly organized and able to prioritize to meet deadlines
Energy level appropriate to a fast-paced organization
Monitoring daily schedules
Dependable
Quick learner

We are open to entry level positions and are willing to train. We are looking for positive and friendly candidates who will assist and provide support to our staff.

**What are the characteristics of a qualified candidate?:**
Good communication skills with a customer focus (both listening and verbal skills).
Ability to handle multiple tasks and meet deadlines.
Ability to calculate simple math.
Must possess and use organizational and analytical problem solving skills.

**What skills are needed to be successful?:**

**Application Process:**
All resume should be sent to vacancy@contractor.net

**Application Deadline:**