



Job Description

Office Administrator

Position Title: Office Administrator

Company:

Bill's Fence Company

Cabot, AR

Position Summary: The Office Administrator at Bill's Fence Company plays a crucial role in supporting the daily administrative operations of the company. This individual will be responsible for a variety of tasks, including but not limited to answering phones, organizing office procedures, assisting staff members, and ensuring efficient office operations.

Reporting Relationships: The Office Administrator will report directly to the Office Manager.

Education:

- Required: High School Diploma or Equivalent
- Preferred: Two to four-year degree from an accredited university

Experience:

- Required:
 - Minimum of 3 years of experience in an administrative role
 - Proficiency in handling phone systems
- Preferred:
 - Experience in the construction or related industry
 - Knowledge of permit processes

Skills, Knowledge, and Abilities:

- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite
- Strong organizational skills with the ability to multitask
- Customer service-oriented mindset
- Familiarity with basic office procedures

BILL'S FENCE COMPANY INC.

Responsibilities:

- Answering incoming calls and directing them appropriately
- Assisting in organizing office operations and procedures
- Supporting staff members with administrative tasks
- Managing office supplies inventory and ordering as needed
- Handling customer inquiries and providing assistance as required

Working Conditions:

- Full-time position with standard office hours (Monday-Friday)
- Occasional overtime may be required during busy periods

Salary: Competitive salary based on experience

Interested candidates should submit their resume via Website or Indeed Posting

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance