

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dsc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Full time Administrative Assistant (Construction Technician), RFW Construction Group, Dyersburg

Business/Location: 1801 US Hwy 51 North, Dyersburg, TN

Requirements:

- High School diploma or equivalent
- Above average accounting, computer and software skills
- Microsoft Office Suite: 3 years (Preferred)
- Ability to operate standard office equipment (printers, scanners, copiers, etc.)
- Attention to detail with organizational and time management skills
- Flexibility to work in fast-paced environment with changing priorities
- Well-developed verbal, listening and written communication skills
- Must be a self-starter able to work with minimal supervision once trained
- Ability to occasionally lift up to 50 lbs.

Responsibilities include but not limited to:

- Data entry, document control and filing
- Managing and distributing critical and time sensitive documents including but not limited to: drawings, specifications, submittals and subcontracts
- Word processing and spreadsheet creation and management
- Customer service including extensive phone and email correspondence
- Scheduling meetings, creating agendas and documenting meeting minutes
- Assisting with accounting and project financials including budgeting, P&Ls and detailed line-item invoicing

Contact Information: Jill Sherrod at jsherrod@rfwgroup.com or 731-288-4120

Send Resume to: Please complete application titled (Construction Technician) at <https://rfwgroup.com/careers/> and submit resumes to Jill Sherrod at jsherrod@rfwgroup.com

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.