

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

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

Job Description:

We're looking for an administrative assistant who is **assertive, detailed** and **energetic!** This is your opportunity to join a great team and assist in keeping our construction projects organized and on track!

Duties 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

Qualifications:

- 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.

About RFW Construction Group:

Founded in 2003, RFW Construction Group's reputation as a design-build construction firm is very strong. Headquartered in Dyersburg, TN and being a flexible mid-sized company has allowed us to have the highest rate of retainage with our clients and our employees. Our consistent growth has us in search of dynamic team members looking for a challenging and very rewarding career. If you believe in doing the right thing, every time, RFW has a home for you. 19 years of steady growth has come from our belief in making sure every project is done right, no matter what it takes. Safety, fun, understanding, flexibility and excellence all describe our approach to each project. Treating our employees and customers fairly comes from our faith and our faith in each other.

Job Type: Full-time, M-F, 8:00-5:00

Salary: Starting Range \$15.00 - \$18.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Vision insurance
- Dental insurance
- Life insurance
- Health savings account
- Paid time off
- Paid holidays (at company's discretion)
- Free gym membership at Ultimate Fitness

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

Send Resume to: Please complete application at <https://rfgroup.com/careers/> and submit resumes to Jill Sherrod at jsherrod@rfgroup.com