

Position: Branch Administrator

Post Date: 09/01/2010

Location: Mobile AL

Posting #: 11-057

Job Description:

- Administrative Assistant support for the Mobile Alabama Branch
- A/R, A/P functions
- Posting of monthly safety meetings and material
- Process bi/weekly credit card transactions
- Generate and post job files
- Process new hires by working in conjunction with Human Resources division
- Assist with Project Management, review timesheets, invoicing, vendors, permits, travel arrangements etc...
- Full-time position, hourly pay, excellent benefits

Qualifications:

- Experience with Microsoft Office
- Effective written and oral communication skills
- Must possess a valid driver's license
- Must be organized, able to multi-task and team oriented
- Have attention to detail and be self-motivated
- Able to plan, organize and execute daily requirements
- Must pass drug test and background check

Contact hr@barnhartcrane.com with any questions or submit your resume via e-mail.