

Administrative Assistant

Mulkey Enterprises is seeking an Administrative Assistant to join our team. Responsibilities for this position include:

- Front Desk /Receptionist
- Typing correspondence for project managers
- Set Up and maintain contract documents and job files
- Maintain Insurance and update subcontractor compliance
- Procurement of project plans
- In-house printing of project plans
- General filing
- Assistance in other areas as needed and according to ability

Employee must be proficient in Microsoft Office Suite and have general knowledge of standard office machinery.