



SEFNCO Communications is currently recruiting for an Administrative Assistant II for at our Sumner, WA facility!

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Summary:

Under general supervision, the Administrative Assistant II performs a variety of difficult, responsible and specialized administrative and office support functions; creates and maintains specialized reports, records and files required in connection with department work processes; interacts with SEFNCO personnel and the public.

The role of Administrative Assistant II is to directly work with Leadership and provide support for all areas of the Management teams daily operations. The role will support the entire Sacramento office and operation. The role will provide office services by implementing administrative systems and monitoring administrative projects as directed.

Key Duties & Responsibilities:

- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Review timecards, add lunches and missing punches as needed with excellent follow up.
- Assists in phone reception.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- File and retrieve documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Greet visitors and determine whether they should be given access to specific individuals.
- Assist in tracking and balancing revenues and expenses for every job generated.
- Track all internal, subcontractors and pass through revenue.
- Reconcile all receivables towards purchase orders.
- Quality control all internal and subcontractor purchase orders.
- Quality control all internal and subcontractor invoicing.
- Assist in tracking and reporting monthly OPE/Crew incentives.
- Track accounts receivables.
- Track area expenses (fleet, facility, safety, etc.)
- Process manual check requests.
- Open, sort, and distribute incoming correspondence, including faxes and email.

- Assists in reviewing all invoices for appropriate documentation and approval prior to payment.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Direct all inbound and outbound mail, including preparing interoffice mailings and UPS/FedEx mail.
- Coordinate travel for area employees.
- Special events- employee, company, etc.
- Special projects- reports, filing, research, etc.
- Attend meetings in order to record minutes.
- May provide backup support and assistance to other staff members.
- Any and all other duties as assigned.

Desired Knowledge, Skills, and Abilities:

- High school graduate required with some college or trade school preferred.
- General knowledge of basic accounting rules and procedures required.
- Proven strong analytic/problem solving/arithmetical skills.
- Highly organized person and can show planning and processes to support daily work.
- Proficient with Microsoft Office products (with emphasis on Excel).
- Experience working with database software.
- Experience in asset/inventory management.
- Experience with ERP systems with knowledge of Microsoft Dynamics AX-2012 Version preferred but not required.
- Ability to become proficient with customer “Host Systems” as required.
- Practical and conceptual thinking as related to project descriptions and needs.
- Excellent verbal, written, phone, and interpersonal skills.
- Communicate with co-workers, management, customers and vendors in a courteous and professional manner.
- Ability to work on multiple projects at once.
- Ability to work in a fast paced high volume work environment.
- Dependable, flexibility to work overtime including weekends and holidays, as needed.
- Work independently under minimal supervision.
- Must be able to sit for prolonged periods of time in front of a computer.
- Must be able to perform physical activities (lifting heavy equipment up to 25lbs unassisted, bending, standing, climbing, or walking).

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

Interested and qualified candidates: Please send your resume to careers@sefnco.com RE: Admin_Sumner

Pre-employment drug screen and criminal background check required. SEFNCO participates in E-Verify and E-Screen.

SEFNCO is an Equal Opportunity Employer