



**SEFNCO Communications is currently recruiting for an Administrative Assistant  
for our Livermore, CA 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:**

The primary role of the Area Administrative Assistant is to assist the General Manager in the day to day administrative and clerical support for the area.

This role reports directly to the Regional Operations Manager and interacts with all levels of the organization.

**Key Duties & Responsibilities:**

- 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 incentive.
- Track accounts receivables.
- Track area expenses (fleet, facility, safety, etc.)
- Process manual check requests.
- Open, sort, and distribute incoming correspondence, including faxes and email
- Regular photocopying and filing of documents.
- 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

**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/arithmetic 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 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 via [careers@sefnco.com](mailto:careers@sefnco.com) RE: Admin\_Livermore**

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.

SEFNCO is an Equal Opportunity Employer