NORWALK READY MIX CONCRETE INC.

Job Summary

The Administrative Assistant is responsible for completing various data entry and clerical projects as assigned by the management team. They will use QuickBooks Desktop as well as standard Windows and Google Workspace software to complete most tasks. They will interact with customers and employees daily.

Duties

- Data entry using QuickBooks Desktop
- Sending invoices to customers via email and other methods as needed
- Directing or assisting individuals who enter the office

Qualifications

- High school diploma or equivalent required, post-secondary degree a plus
- Windows OS proficiency required, QuickBooks and Google Workspace experience a plus
- Basic mathematics proficiency required, background in accounting a plus
- Past administrative experience or work in an office environment a plus

Reports To

- Office Manager

Direct Reports

- None

Job Type

- Part-time, 20-30 hours per week

Benefits

- Paid time off, accrued hourly
- 401(k) +company match, for eligible employees

Compensation

- $22-24 hourly, depending on experience

Disclaimer

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or, in any way, modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

About Us

Norwalk Ready Mix supplies concrete to the best contractors in Central Iowa and surrounding areas. We take pride in producing a superior product for our customers and delivering it with the best possible service. The numerous accomplishments Norwalk Ready Mix Concrete, Inc. has had over the last 50+ years have been made possible by the outstanding commitment we have received from our employees. We employ the best, and it shows in our results.