

Position Title: Administrative Assistant - Pavement Maintenance

Company: Proline Parking Lot Maintenance

Location: Denver, NC

About Proline Parking Lot Maintenance:

Proline Parking Lot Maintenance is a leading provider of parking lot maintenance services, specializing in asphalt repair, striping, seal coating and signage installation. We pride ourselves on delivering high-quality solutions to our clients while maintaining a commitment to excellence and professionalism.

Job Summary:

We are currently seeking a dedicated and detail-oriented Part-Time Administrative Assistant to join our team. The Administrative Assistant will play a crucial role in supporting our office operations and ensuring the smooth functioning of our day-to-day activities.

Key Responsibilities:

- Manage day-to-day administrative tasks, including answering phones, responding to emails, and handling correspondence.
- Maintain office supplies inventory, order supplies as needed, and ensure office equipment is in good working condition.
- Organize and schedule meetings, appointments, and events.
- Prepare and distribute internal communications, memos, and reports, and assist with document management and filing.
- Oversee office maintenance and janitorial services, ensuring cleanliness and organization in common areas.
- Input data into spreadsheets, databases, and other digital systems.

- Assist with other administrative, Finance, sales and/or operations related tasks.
- Assist with accounts payable and accounts receivable processes, including invoice processing, billing, and collections.
- Serve as the primary point of contact for customer inquiries, providing timely and professional assistance to address customer needs and concerns.
- Maintain customer databases and records, update customer information, and generate customer invoices and statements.
- Coordinate with project managers and field personnel to ensure timely completion of projects and customer satisfaction.

Qualifications:

- Previous experience in an administrative or office support role preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication skills, both verbal and written.
- Strong organizational and multitasking abilities.
- Attention to detail and accuracy in data entry and record keeping.

Benefits:

- Competitive hourly wage.
- Flexible part-time schedule.
- Opportunity to gain experience in the pavement maintenance industry.
- Supportive and collaborative work environment.