

CIR Incorporated

2856 N. County Line Road
Geneva, OH 44041
(440) 466-0432 or (440) 466-8893

Heavy Highway Construction Company seeking receptionist/office assistant to assist in daily office functions such as, but not limited to representing the company with professionalism and courtesy while interacting with customers and vendors either on the phone or in person.

Candidate will perform office duties including:

- *Answering and making phone calls.
- *Faxing and scanning documents.
- *Assisting with bid preparations (type EXCEL spreadsheets, requesting quotes from vendors, sending for bid bond requests, typing bid document pages and attaching all required documents)
- *Checking fuel/gas sheets and fuel/gas pumps and log as required and obtaining quotes and orders as needed.
- *Creating and working with job files (Correspondence, Contact Underground Locate Service, Purchase Orders, Submittals, Pay Estimates, Foreman Reports)
- *Assisting with payroll duties such as: Equipment Costing, Union Reporting, Attendance
- *Assisting with various reports for heavy highway trucks.
- *Assisting office manager by learning portions of accounting to serve as a backup (Accounts Payable, Accounts Receivable, Payroll, Certified Payroll, EEO Reporting, ODOT Reporting, etc.)

This position would be full time and requires someone that is organized with attention to detail.

Candidate will need to possess strong computer capabilities with WORD and EXCEL and have strong written and well-developed interpersonal and communication skills.

Wage to commensurate with job knowledge .

Some basic construction industry experience preferred but not necessary in addition to basic accounting principles.

Must have EXCEL and WORD experience, typewriter and 10 key calculator skills.

Company is an Equal Opportuntiy Employer and also a Drug Free Work Place .

Applications MUST be filled out IN PERSON Monday – Friday 8 am – 4:30 pm