



ADMINISTRATIVE ASSISTANT

Seeking a positive, self-motivated *Administrative Assistant* with experience in purchasing and inventory. This is a small highway construction company. Duties would include a weekly order for parts and material along with inventory system maintenance; receiving orders and light duty re-stocking; occasional shipping / mailing of overnight documents and small packages.

Other duties would include, but not limited to, miscellaneous clerical, answering the phone, tracking and updating Safety program schedules, sometimes helping workers locate and access unique parts, organizing team-building events, playing a part in keeping the office clean and organized, occasionally helping a driver with a random Information Technology device glitch (such as iPad, iPhone, company app, etc.), and generating cheerful, informative screen messaging in the office.

We are looking for a team player who pays attention to detail, has a strong sense of professionalism, is a strategic thinker, and who has leadership qualities that can help in our quest for the continual improvement of our company processes and vision.

The company's smaller size tends toward multiple roles under a given title.

Title:

Multiple Title options are possible depending on the actual set of qualifications and interests. The resulting title could be: Administrative Assistant / Purchasing Manager / Office Manager / Business Developer.

Education Required:

Associates Degree in a major that overlaps with the primary duties of the role.

Education Very Helpful:

BA or higher related in some aspect to of one of the following: Business, organization, leadership, IT, Business systems. This position could accommodate internship by a college student.

Experience / Skills Needed:

Excel® / Word® / moderate Inventory management / ability to quickly learn and use various Apps.

Experience / Skills very helpful:

Jot Form® / ASHTOware (Dept, of Transportation management software) / Foundation Construction Accounting Software

The company regularly takes considerable steps to unite its people around strong personal fulfillment, a rewarding work experience, and developing the worker's personal brand.

Full time of 40 hours is most desired; however, 30 hours – 40 hours full time could be accommodated with a good fit otherwise. Work from home is rare and generally not feasible.

Earnings to be commensurate with experience, qualifications, and interests.

Benefits include: Health Care Stipend, PTO, Earned PTO and holiday pay.

The company will conduct a background check on applicants. And we also participate in the national E-Verify® program.

We are also an Equal Opportunity Employer and an Ohio BWC Drug Free Workplace®.

PLEASE BE SURE to submit the application to hr@ohblaster.com rather than solely relying upon the auto-response mechanism of a recruiting APP