**Administrative Assistant**

McGinty Bros., Inc. has been a family-owned and operated business since 1955. Our busy office is currently seeking an enthusiastic and dedicated individual to join our office staff.

Duties will include:

* Answering incoming phone calls
* Processing estimate requests
* Processing work orders and invoicing
* Provide administrative support to managers
* General office duties such as filing and organizing
* Accounts Receivable Collection Calls

Qualifications:

* Minimum high school or equivalent required
* Minimum of a year of Administrative experience preferred
* Excellent data entry skills
* Strong written and oral communication skills
* Must have experience with common computer software such as Microsoft Word, Microsoft Excel, Outlook email.
* Bilingual in Spanish a plus

How to Apply: Please email your resume Sarah Van Nevel at Sarah@McGintyBros.com

Type: Full time with availability to work 40-50 hours per week Monday through Friday with limited Saturdays (8 AM until noon) possible during the busy season