



Pure Builders Inc.

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FULL-TIME OFFICE BASED CONSTRUCTION OFFICE ASSISTANT

A high-end and family-oriented construction company in Calabasas is searching for a **Full-Time Office Based Construction Assistant** that is smart, reliable, capable, creative and all-around positive and proactive.

Candidates' responsibilities/must have:

1. Very well organized and detail-oriented.
2. Knowledge of Excel, Outlook and Word, knowledge of Buildertrend and WhatsApp a plus (but not required).
3. Must be tech savvy.
4. High written and verbal communication skills.
5. Manage correspondence via email and text.
6. Process invoices, bills and expenses.
7. Handle administrative tasks.
8. Show an ability to solve arising issues on the go.
9. Excellent customer service skills.
10. Assist Office Manager, Production Manager, and CEO.
11. Assist with coordination and overseeing all aspects of projects up to its completion.

Required skills:

1. High written and verbal communication skills.
2. Very well organized and detail-oriented.
3. Show an ability to solve arising issues on the go.
4. Proficiency with MS Office applications (Word, Excel, Outlook) and tech savvy.
5. Work well under pressure and with strict deadlines.
6. Spanish Speaker is a plus (but not required).

Some construction office experience is required.