



Administrative Assistant/Receptionist

ABOUT US:

Starting out as a fencing and barn builder, Joel Davis founded this company in 1997 after hiring a high school friend. Known for honoring a commitment and reliable delivery, their construction portfolio grew as light projects turned into heavier ones. Following this, after seeing an opportunity to add value, heavy equipment was purchased, and in-house crews were established to perform grading and other services. Several years later, after recognizing an industry need for safe and efficient facility and maintenance support, the company diversified to provide industrial services. Now, overseeing three divisions across the Southeast, JDavis Inc. is proud to encompass New Terrain Grading, JDavis Construction and JDI Industrial Services.

POSITION SCOPE:

The Administrative Assistant/Receptionist will be experienced in supporting a professional office environment and thriving in a fast-paced environment with shifting priorities. The Administrative Assistant/Receptionist will be experienced in handling a wide range of administrative support related tasks and will be able to work independently with little supervision. The candidate must always be poised and professional, possessing strong people skills and represent the company and our core values well.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- ✓ Manage front desk responsibilities
 - Greet and assist visitors
- ✓ Answer and screen all incoming phone calls and manage external requests effectively and timely
 - Answer all incoming calls for all J. Davis locations
 - Manage office phones
- ✓ Open, sort and distribute daily incoming correspondence including email/mail
 - Sort and distribute internal mail
 - Sort and distribute external mail and packages
 - Coordinate mailings and shipments for JDC2
- ✓ Organization of applicants for Job Openings
 - Scan incoming applications into appropriate folders
 - Log applicants who check on application status
- ✓ Point of contact for Conference Room bookings
- ✓ Assist Executive Assistant with meetings and miscellaneous tasks
- ✓ Responsible for overall housekeeping of the building (conference rooms, break area, training room)
- ✓ Assist other departments as needed

SKILLS & ABILITIES:

- Strong working knowledge of MS Office
- Ability to operate standard office equipment, including video conferencing.
- Ability to multi-task, strong attention to detail
- Basic accounting skills helpful.
- Solution oriented – able to focus on what needs to be done with a can-do approach

J. DAVIS EMPLOYEE EXPECTATIONS:

- Maintain company mission and core values
 - Mission: "We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
 - Core Values: R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills
- Trustworthy with confidential information

REPORTS TO:

- Office Manager

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND WORK EXPERIENCE:

- Minimum 2+ years as an Administrative Assistant

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Anderson, SC office 109 Nunnally Road, Anderson, SC 29625. Also, interested candidates may submit resumes by email to Stacey Capell, Human Resources Manager, scapell@jdavisinc.com