



Job Title	Reports To	FLSA Status
Office Assistant/Document Control Specialist	Regional Manager	Non-Exempt
Employment Type	Job Classification	Salary Range
Full Time	Associate	Hourly D.O.E.

What you'll do...

The following duties are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, or skills required. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.

As a J.W. Fowler employee you will live out our values, stay committed to successful project completion, and work as part of a team who together ensures quality is delivered every step of the way.

- Prepare control documents for use ie: daily logs, supervisor reports
- Prepares and transmits timecard for weekly payroll
- Assists with onboarding of new team members as needed.
- Assists in daily functions of the office
- Convert selected hard copy files to electronic files
- Other duties as assigned

Required skills and qualifications

- Knowledge of basic office environments/ software systems
- Detail-oriented
- Excellent verbal communication skills
- Team player who is able to work with a diverse group of people to achieve a common goal

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, you will be required to stand or sit for long periods; use arms and hands to reach for, handle, and manipulate objects; lift and carry materials weighing up to 20 pounds.

Environment Adaptability

While performing the duties of this job, you could work inside and outside at various locations and in all weather conditions. 90% Office environment 10% Jobsite environment.

*J.W. Fowler is an Equal Opportunity Employer. **All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, age.** In compliance with the American with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*