



Receptionist

JW Fowler is a heavy civil contractor specializing in deep sewer pipelines and water/wastewater treatment facilities for communities on the west coast. From a small, family-owned and managed company, we've grown to serve the infrastructure needs of communities throughout Oregon, Washington, and California.

Specific Responsibilities

This is a fast-paced administrative position, working closely with the administrative team, to provide information to executives, project managers, subcontractors, vendors and employees. *The following responsibilities 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.*

- Answer multi-line telephone system and direct callers accurately
- Accurately process incoming /outgoing mail from vendors
- Keep front office, break room, and supply office clean and organized to maintain professional appearance
- Assist in payroll when needed, including verifying time, filing employee documents, hiring, reporting, etc.
- Assist in internal audits as needed
- Mail payroll and accounts payable checks weekly as needed
- Process vendor receiving tickets, invoices, and statements as needed
- Assist other departments with tasks as needed
- Other administrative tasks as directed by supervisor

Qualifications

- Excellent phone etiquette
- Excellent verbal and written communication skills
- Excellent organizational skills
- Punctual
- Dependable
- Ability to follow through on tasks
- Ability to professionally communicate to internal and external customers
- Ability to work independently and be self-motivated
- Ability to multi-task
- Present a professional appearance and positive attitude

- High school diploma or GED
- 4 Years in an administrative support role
- Accounting concepts knowledge a plus
- Construction experience a plus

Technical Knowledge

Microsoft Office Suite including Outlook, Excel, Word, and PowerPoint

Environment Adaptability

Work inside with ability to sit at a desk for extended periods of time. Requires ability to handle and manipulate objects on a repetitive basis.

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, or 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.