



**Administrative & Accounts Payable Assistant**

**Location:** 2501 Seaport Drive, Suite SH200, Chester, PA 19013

**Type:** Full Time

**Min. Experience:** Entry

Caritas Construction is one of the fastest growing commercial construction services firms in the Tri-State. Our Team of exceptionally talented people utilizes the latest in technology and embrace best practices in project management to deliver award-winning results.

Our client base continues to expand because of an unparalleled commitment to quality illustrated by the caliber of our personnel and workmanship. Our unconditional commitment to client satisfaction is what inherently guarantees quality deliverables in a seamless transition from project initiation to completion.

Our clients, partners, sub-contractors, and teammates make up a trusted community that is built upon a foundation of exceptional service, communication and transparency.

The Caritas Administrative Assistant is essential to the efficient operation, growth and continued success of Caritas.

If you enjoy being part of a Team built on service & giving back and working with a Team of talented professionals, we'd love to talk with you!

**I. PURPOSE**

Responsible for general office administration and assisting the office manager and accounting manager.

**II. ACCOUNTABILITIES**

May be responsible for one or more of the following:

- Review and enter invoices from vendors & subcontractors with cost codes
- Preparing new Team member packages including benefits information
- Filing of invoices from vendors & subcontractors as well as Applications for Payment
- Distributing & gathering Team member benefit forms & applications, yearly and upon hire
- Ordering office supplies
- Coordinating copier & plotter service
- Greeting clients, guests & vendors

### **III. MINIMUM REQUIREMENTS**

- High School Diploma
- Detail-oriented, organized, analytical and computer literate.
- General understanding of Microsoft Office programs
- Excellent internal and external customer service.
- Passion to work with a winning Team
- Desire to do your best and advance
- Strong verbal/written communication skills

Caritas Construction is an equal opportunity employer adhering to a policy of nondiscrimination in accordance with Federal and State laws.