



We are seeking a Commercial Construction Office Assistant to join our team! You will provide support to the Office Manager and KBI staff in a variety of ways involving administration, data entry, and office inventory. Please submit a resume and cover letter to kbiopportunities@gmail.com.

Responsibilities:

- Open the office each day, follow opening procedures
- Answer the phones in a professional manner and transfer calls correctly
- Greet visitors and assist as needed
- Receive shipments and notify recipient and move to storage area when directed
- Assist the Office Manager, Project Administrator, and Project Managers as needed
- Assist with change orders, work orders and ordering blueprints
- Produce weekly job Progress Reports
- Contact Subcontractors for bid requests and follow-ups and keep the Bid Log up to date
- Order job related products and office supplies with approval from Office Manager
- Data entry across multiple disciplines (ISQFT, Foundation)
- Scan and attach Certificates of Insurance and W9's into the digital filing system and file in binders
- Record Minutes at Superintendent Meetings
- Keep revolving inventory of stock refreshments for staff, clients, and guests
- Organize and keep the Meeting/Conference area prepared for meetings and guests

Qualifications:

- Previous experience as an office/administrative assistant or related fields
- Must be computer literate and proficient in MS Word, Excel, Outlook & Adobe Acrobat
- Knowledge of accounting systems a plus
- Well-versed in digital filing
- Exemplary phone, verbal, and written communication skills and able to represent the company well
- Portray a positive, "will do whatever it takes" attitude
- Superior organizational skills, energetic, self-motivated, proactive planner, with a strong work ethic

- Poised/confident individual with an ability to respond effectively under pressure while being dedicated/committed to meeting deadlines and achieving results
- Demonstrate initiative with an ability to effectively work within a team environment.
- Effective multi-tasker who is timely in completing tasks with accuracy
- Punctual, reliable, and intelligent individual
- Able to take direction from multiple people with a strong understanding of the word assistant

Working Conditions and Benefits:

- Pleasant, upscale office in North Indianapolis, with occasional errands
- Earliest Start Date: June 1, 2021
- Hours: Monday-Friday 9am-4pm
- Compensation commensurate with skill level (\$15-20/hr)
- Professional attire required
- High School Diploma or GED required. College degree a plus.
- Benefits include group medical insurance, retirement plan, paid sick and vacation allowances

About Kort Builders:

Kort Builders, Inc. was founded in 1986 as a commercial general contractor. Kort is dedicated to making the building experience enjoyable for its client, with one of our most important goals, establishing relationships for repeat clientele. Kort Builders specialties include; design/build, pre-construction services, ground-up construction and tenant finish. Our most popular genres of expertise are renovating office spaces, restaurants, financial institutions, multi-family communities, retail, medical, and industrial/warehouse facilities. Kort works in the private sector and does business in the Central Indiana area.

Superior quality is a rare commodity these days, and Kort is proud that our dedication to quality shines through in each of our projects, large or small. Kort quality, together with product value, timeliness of service and innovation in design, materials and methods starts in the initial stages of the project cycle and continues through the delivery of the completed project.