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Administration Assistance – Hayward, California

Date: May 8, 2024
Location: Hayward, CA, US
Company: HSQ Technology
Hourly / Salary Range: DOE
Position: Full Time
Start Time; Hours: 7am-3:30pm M-F (Flexible)
Contact: Gus Jimenez (V.P of Operations)

The ideal Administration candidate has a background in office management and Project management in a construction/engineering company.

The candidate will manage and coordinate all aspects of the administration position, including executing plans, organizing, purchasing office supplies, and supporting various department through the organization. They will be required to support Sales bids, Quotes, and submittal proposals to support the projects and engineering departments.

The holder of this position will report to the Vice President (COO). This will ensure that the goals and objectives of the company are accomplished on schedule and within budget and that quality and safety standards are met.

Primary/Essential Duties and Responsibilities:

- Provides general administrative assistance to the office.
- 1st point of contact for customer entry, scheduling, sign-in and badging.
- Answers and directs incoming phone calls to proper personnel or department.
- Supports and coordinates Office supplies and employee consumables.
- Support for HR functions ensuring data integrity and confidentiality.
- Coordinates employee IN/OUT scheduling board schedule
- Assists with entering employee expense reports in QuickBooks.
- Ensures all invoices are obtained, accurately coded, and submitted timely to Shared Services AP.
- Assists with Accounts Receivable process and collections.
- Supports Maintenance Contract invoicing and Time and Material reporting for developing T & M invoicing.

- Calls on outstanding invoices past net term durations
- Provides support to operations and project management.
- Assists with job setups, budgets, cost codes and other items.
- Handles internal and external requests for information in a timely manner.
- Prepare and compile information for the generation of project submittals.
- Reports to Operations and CEO Management.
- Support Sales and Marketing Task for Quote submissions and Back-Log Entries
- Support the Project Group for Project Entries, Project E-filing documents, and project related documentation.

General/Other Duties and Responsibilities:

- Represent the company in project meetings.
- Assist with preparation of written reports and/or updates (internal and external) for management, client, and project team, to ensure a clear understanding of project status.
- Prepare and compile information for the generation of project submittals.

Required Skills and Qualifications:

- Minimum 3–5 years' experience providing office/administrative support; Engineering Consultant, and construction industry experience preferred.
- Proficiency in Microsoft Excel and other Microsoft Office applications, QuickBooks for Business, AL Mobile Project Time posting and reporting.
- Ability to multi-task and prioritize competing demands/requests within given time constraints.
- Strong analysis and problem-solving skills; detail oriented.
- Excellent verbal and written communication skills.
- Ability to interact with employees and vendors in a professional manner.
- Ability to work in a high-volume environment with emphasis on accuracy and timeliness.
- Office Hours 7am – 5pm
- Exhibit strong management skills and the ability to lead and motivate personnel.
- A history of advancement with increasing levels of responsibility in their previous assignments.
- Full understanding of scheduling software, Microsoft Project, or Primavera 6.
- Strong client relations and organizational skills.
- Computer skills – Project Management software, Excel, Word, Internet, database, design, and project specific applications.

- Language skills – ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.
- Mathematics – ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability – solve practical problems and deal with a variety of variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Requirements and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Works in an office environment.
- Frequently sits for long periods of time.
- Frequently speaks, reads, writes, and uses a computer keyboard.
- May require occasional standing, walking, lifting, stooping, or bending.
- Physical Demands – includes, but is not limited to, frequently listening, talking, sitting, standing, walking, climbing, and balancing, stooping kneeling, crouching, and crawling. Sufficient manual dexterity and eyesight.

Equipment to be Used:

- Computer
- Microsoft Office Software
- Scanners
- Copy Machines
- IP Phone
- Postage Machine

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

Submit resumes for consideration to: jjimenez@hsq.com.