

Tim Guishard Enterprises

Date: April 2012

EMPLOYMENT OPPORTUNITY NOTICE

OFFICE ASSISTANT

APPLICATION DEADLINE: until filled

POSITION:

Under supervision, performs various construction company office related tasks. Tasks may include: Answering phones, filing, copying, entering vendor bills and updating costs into bookkeeping program, entering payroll into bookkeeping program, preparing certified payroll reports, ordering certificates of insurance, invoicing customers, receiving payments from customers, collections of past due accounts.

QUALIFICATIONS:

High school diploma or (G.E.D.) or higher education. Experience in basic construction company (specializing water, wet utility, and pump service/repair) office paperwork

SPECIAL QUALIFICATIONS:

Must be proficient in QuickBooks Premier Contractor Edition 2010, Excel, Word, Corel, Quattro-pro, and most other general office software programs. Incumbent will be required to learn and update company item list

SALARY:

\$10.00 - \$18.00 per hour; depending on experience and qualifications. Benefits are not included at this time.

HOURS OF WORK:

Flexible work schedule, starting part time, with potential to full time. Office is open 7:00 AM to 5:00 PM, M-F

APPLY AT:

Submit resume electronically to: guishard@sbcglobal.net Do NOT APPLY IN PERSON.

SELECTION PROCESS:

Applications and/or Employee Interview for Job openings will be assessed by Human Resources Department. Those applicants who best match the requirements will be scheduled for testing. Upon completion of testing, interviews will be scheduled. After all qualified applicants have been interviewed; a tentative offer of employment will be made. All offers of employment are contingent upon passing background check (see below), drug and alcohol screening.

BACKGROUND CHECK:

The successful candidate will undergo a background check prior to employment which may include a credit check, Department of Motor Vehicle record review, criminal background check, employment reference check. The applicant will submit a DHS Form I-9 and be submitted to an employment Eligibility Verification (E-Verify) prior to starting work.

NOTE: The provisions of this posting do not constitute an express or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.

**** **Assistance for applicants with disabilities:** This employer does not discriminate on the basis of disability. If you are disabled and need an accommodation to participate in the testing and interview process, please notify us immediately. ****

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER/PARTICIPATIVE MANAGEMENT EMPLOYER