

Title: Administrative Assistant/Concierge

Date: November 2021

Loeffler Core Values

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built.” Integrity Built means always doing the right thing for our clients, our staff, and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble, and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

Summary of Position

Loeffler Construction & Consulting (LCC), Inc. is looking for an individual to provide administrative support to LCC leadership and front-desk concierge services to their newly created Space4Work entity. Space4Work has approximately 1,100 sq. ft. of rentable, small business office spaces. This shared professional office environment is used for multi-disciplinary professionals and caters to the south metro.

We have designed our overall office space to be welcoming and as friendly as possible. The individual who sits at our front desk plays an essential role in providing this inviting atmosphere. This person will greet clients, run the daily activities of the office and provide administrative support for Loeffler Construction & Consulting. It is critical to our concept to have reliable and consistent concierge services during business hours.

A success candidate must be detail oriented, dependable and a self-starter in order to keep the office organized and running smoothly.

Duties and Responsibilities

Administrative Support (90% time)

- Provides comprehensive administrative support to the President/CEO and Director of Operations, other members of the Loeffler team as needed
- Administers correspondence - handles all calls and visitors with grace, sophistication, and professionalism
- Manages a variety of special projects as requested for the President/CEO and Director of Operations
- Works with the marketing department on community involvement and engagement
- Process incoming and outgoing mail
- Create, edit, and disperse office correspondence
- General office organization, clean-up

Concierge (10% time)

- Answer all incoming calls for LCC – answer basic questions, give directions, transfer calls as necessary
- Greet guests and clients
- Ensure the lobby and conference rooms are clean and in good order
- Set up new Space4Work members – tour of the space, suite access, review of technology
- Assist Space4Work members with questions/trouble shoot problem with office equipment – copier, postage machine
- Order, maintain, and restock office supplies and beverage service as needed

Qualifications and Skills

- Strong people skills/hosting ability/pleasant personality
- Excellent phone presence
- Strong organizational skills
- Good judgment, logic, and ability to learn new things quickly
- Self-starter with the ability to multi-task
- Strong work ethic/Self-motivated
- Ability to learn technology and train others (phone system, copier, computers, postage meter, etc.)
- Ability to operate independently
- Working knowledge of Microsoft office suite – Excel, Word, Outlook
- Experience using Square payment tool preferred
- Technology/website experience helpful

Education

- Associate's Degree or Bachelor's Degree
- Four or more years of admin experience preferred
- Knowledge of construction industry a plus

Other Requirements

- Must possess a clean criminal background and pass a drug test

Physical Demands

- Required to sit for long periods of time
- Extensive use of computer, keyboard, and mouse

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Loeffler Construction & Consulting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, national origin, religion, age, marital status, sexual orientation, disability, veteran status, or any other protected class as consistent with applicable law.