



### **Administrative and Production Assistant**

#### **Position Profile**

Part-Time/Flexible Hours

Opportunity to join a successful Design-Build Company with an 80-year history and a team-oriented culture. This person will work closely with the owners and staff on organization, communication and ongoing projects.

#### **Essential Duties and Responsibilities:**

- Scheduling ordering and tracking materials
- Managing company systems
- Communicating with clients/potential new clients, vendors and staff.

#### **Essential skills and attributes:**

- Learning construction management software (CoConstruct) to help keep staff and clients organized and on task.
- Administrative experience
- Knowledge of MS Office.
- MS Teams and QuickBooks experience is a plus.

\* Construction experience is not required.

***Lee Kimball is a family-owned residential Design-Build firm and was established in 1940. Our mission is to enhance the quality of our clients' lives by providing the best possible experience and outcome in the transformation of their home.***

For more information contact:

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