



Construction business looking to immediately hire a Bilingual Office Assistant.

Job Description:

- Handle incoming/outbound calls/text/email
- Create and maintain clients' folders and files on Excel
- Greeting clients
- Scheduling for sales representative
- Schedule payment collection and accept payment from clients
- Communicate with supervisors and subcontractors
- Respond to time sensitive phone inquiries and requests

Must-have skills:

- Positive attitude & professionalism
- Ability to multitask & remain organized
- Takes responsibility
- Team player & work independently
- Strong written & verbal communication skills
- Able to work in a fast-paced environment
- Reliable transportation
- Clean background check, drug free and professional minded

Starting pay: \$17-\$19 an hour, we do not offer benefits

Hours: Mon-Friday 7:30-4:00pm Thank you for your help

If you have any questions or would like to schedule a time to come in and fill out an application, give us a call at 702-257-8934 or email your resume to

info@brazilianpavers.com