

Dawson

RECEPTIONIST/OFFICE ASSISTANT – BELLINGHAM, WA

Dawson Construction, LLC is searching for a **Receptionist/Office Assistant** to join our Bellingham Office. The Receptionist/Office Assistant is the first impression of Dawson Construction for callers and visitors. The Receptionist answers the main phone line, greets visitors, and assists with meetings, scheduling, incoming/outgoing mail, and general office admin duties. The position also assists with various administrative functions and special projects support. The ideal candidate has an enthusiastic attitude, a willingness to help with any task, and the ability and desire to learn new things.

Primary Responsibilities:

- Answering the multi-line reception phone and transferring or helping the caller
- Opening and sorting incoming mail to appropriate recipients
- Preparing, packaging, and shipping outgoing mail (USPS, UPS, FedEx, AK Airlines Goldstreak, etc.)
- Greeting visitors and assisting with individual needs: meeting attendees, job applicants, sales visitors, service providers, etc.
- Maintain company contacts, contact groups, and company calendar in Outlook
- Manage inventories of kitchen and copy room/office supplies on 3 floors
- Meeting/conference room coordination and setup
- Administrative functions including but not limited to jobsite office and safety supply setup, job files setup, organizational tasks, filing, data entry, etc.
- Running errands using company vehicles
- Special events support as needed
- Office closing tasks at end of the day

Qualifications:

- Possess a positive, enthusiastic attitude and a willingness to help in a variety of administrative, organizational, and other types of tasks at a variety of difficulties
- Ability to represent the company in a highly professional manner
- Understand the importance of excellent customer service skills and doing the right thing for our people, partners, and clients
- Excellent time management skills and ability to multitask and prioritize work to meet deadlines
- Exceptional verbal and written communications skills, both in person and virtually
- Ability to take direction, with a willingness to ask questions when necessary
- Ability to remain calm under pressure and solve problems
- Ability to work independently and with a team
- Ability and willingness to learn and independently use new software as needed
- Proficient in MS Office suite (Excel, Word, Outlook, PowerPoint)
- Must have and maintain a clean driving record
- Previous reception experience answering and transferring calls on a multi-line phone preferred
- Construction industry knowledge/experience is a bonus but not required
- Ability to speak Spanish a bonus but not required

We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.

Apply at www.dawson.com/careers

Contact careers@dawson.com if you have questions

EEO Employer/Disabled/Vets and Drug Free Workplace