



Office Assistant

Steiner Electric, a family-owned and oriented electrical contracting firm established in 1933, seeks to hire an Office Assistant to support our delivery of high-quality electrical services and projects to our valued customers. The chosen candidate must enjoy working in a fast-paced environment with a desire to deliver superior customer service and high-quality work both within a team and independently.

POSITION REQUIREMENTS:

- Experience in an office/administrative assistant role.
- Strong computer skills to include Microsoft Office (Word, Excel, Outlook, etc.).
- Excellent written and verbal communication skills.
- High level of organization and attention to detail.
- Ability to manage multiple tasks concurrently in a dynamic and changing environment.
- Electrical or construction industry experience is preferred.

RESPONSIBILITIES:

- Provides excellent customer service to vendors and internal/external customers.
- Supports overall materials and services acquisition in the most cost and time efficient manner possible.
- Provides administrative office assistance to senior leadership and management.
- Partners with internal personnel as a liaison between suppliers.
- Processes miscellaneous paperwork and reports as needed.
- Supports timely and accurate invoicing and job costing through the entry of materials and services costs in the company's job management and accounting software program.
- Types and compiles miscellaneous documents.
- Supports job start up and closeout requirements.
- Assists with:
 - Customer reception and phones.
 - Incoming and outgoing mail processing and distribution.
 - Meeting and event preparation.
 - Additional job tasks or assignments as needed.

EXPECTED OUTCOMES:

- Timely response to customer and team member needs.
- Accurate and complete paper work.
- High customer and team member satisfaction.
- Increased project profitability driven by efficient, timely and cost effective acquisition of materials and services.

BENEFITS:

Our benefit package includes medical, dental, vision, life insurance, paid vacation and holidays plus a generous retirement plan.

Job Type: Full-Time

Job Location: West Bend, WI 53095