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Various Project Assignments

Position: Salary Administrative Assistant

Location:	Various Locations
Length of Project:	Yearly
Project Start Date:	January 1st 2020
Work Schedule:	5 / 8's

General Duties Summary

The Administrative Assistant will perform general clerical duties as necessary to facilitate project success including:

- Gather all timesheets from employees.
- Verify Hours.
- Verify codes are correct.
- Verify PO#'s and WO#'s on timesheets.
- Make sure all Per Diem, Equipment and materials are on the timesheets and allocated for billing
- Email timesheets daily.
- Enter time/equipment/materials/Per Diem in onsite system.
- Once all items in have been authorized- Send final Reports for invoicing.
- Address invoicing concerns or issues.
- New Badge forms to be filled out and sent for approval as needed.
- Assist employees as needed with Payroll questions, etc.
- Other duties as assigned.
- Coordinates scheduling with team members.
- Assists in booking travel and lodging for incoming site coverage.
- Helps compile data for InServe KPI's.
- Enters safety and quality audits into Industry Safe.
- Coordinate with Corporate office on PO tracking.
- Inspection data entry, productivity/cost reporting, and other duties as requested.
- Assist with maintaining equipment and supplies.
- Other duties as necessary to assist the Project Manager in the success of the project.

Required Experience and Qualifications

- High school diploma or equivalent.
- Must possess the personality, enthusiasm, and commitment to InServe core values and promotion of InServe' safety culture.
- Proficient in Microsoft suite of programs.



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- Ability to work independently and as part of a team.
- Self-starter who can effectively prioritize, multi-task and manage to accomplish objectives within prescribed deadlines.
- Outstanding communication skills including written, oral, interpersonal and presentation.

Other Requirements Include:

- Ability to pass drug screen and background check.
- Be punctual, show up on time.
- Utilize good time management skills.

Compensation:

- Pay is competitive and based on experience and certifications.
- Overtime will be paid at 1.5X Base Pay Rate.
- Overtime rates apply after 40 hours per week.