

# Fives DyAG Talent Services

<https://www.dyagtalentservices.com/job/administrative-assistant-2100052/>

## Administrative Assistant

### Description

FIVES DTS is looking to hire an Administrative Assistant for opportunities with a construction engineering company in Brentwood, TN.

### Responsibilities

- Answering phone in professional manner and transferring calls to appropriate team members
- Greeting visitors to the office and assisting them with sign-in procedure; directing them to team members
- Assist Project Management Assistant with other general office administration duties, including but not limited to: preparation of mail labels, preparing packages for shipment, manages shipment of packages through UPS and US Government Client, filing (electronic and/or paper), data entry, assembly of documents, internal delivery of mail, typing memos and specifications, orders office supplies, etc.
- Forwards communications from building landlord to appropriate parties and corporate and calls in any notifications to landlord
- Sets up meetings, as directed
- Proactively identify and provide recommended solutions to address administrative related issues impacting team members in the Brentwood office
- Provide administrative support as needed to Corporate Central Services team

### Qualifications

- Experience in use of multi-line phone system
- Able to multi-task
- Detail oriented
- Strong customer service orientation
- Ability to work in team environment
- Proficient in MS Office: Word and Excel

### Education

- Associates degree in business administration or related preferred

### Job Benefits

Hired employees will receive great benefits along with an extremely competitive compensation package. Benefits will include health, dental, life, short-term & long-term disability insurance paid by the company. Other perks include optional vision insurance, a 401K with a company match, tuition reimbursement options, a competitive bonus program, paid time off for vacation and sick days, and more...

### Hiring organization

Fives DyAG Talent Services

### Employment Type

Full Time | Contract-To-Direct

### Industry

Construction / Engineering

### Job Location

Brentwood, TN

### Date posted

April 1, 2021