

# ADMINISTRATIVE ASSISTANT

**JOB LOCATIONS: LINCOLN & OMAHA**

Hausmann has steadily matured into one of the region's premier commercial general contracting, construction management, and design build firms. Our team is seeking a professional and reliable person who is driven to help with the day-to-day operations of a busy office environment.

The Administrative Assistant will support the work of management and other staff members by providing administrative assistance through answering phones, preparing and sending faxes, mail and courier parcels. Additionally, this position will support the Project Management team by assisting with the preparation of contracts, compliance tracking and proper project documentation from all project participants. Experience with Microsoft Office, Procore and Sage software are preferred.

Problem-solving skills, attention to detail, along with professional and courteous communication skills, great customer service skills and a team attitude will all be sought in a successful applicant.

An exciting opportunity with Hausmann awaits the right candidate. This is a busy, high-volume and friendly environment that will suit a hardworking person with the desire to grow in a company with an award-winning culture. Benefits include a competitive wage, comprehensive and competitive benefits package, an energetic work environment and opportunities for advancement.

Submit your resume at

[www.hausmannconstruction.com/careers](http://www.hausmannconstruction.com/careers)

or send your resume and cover letter directly to

[careers@hausmannconstruction.com](mailto:careers@hausmannconstruction.com)

