

ADMINISTRATIVE SUPPORT ASSISTANT FOR ACCOUNTING

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 accounting department.

This part-time or full-time position will support the work of management and other staff members by providing clerical and administrative assistance through filing, scanning, organizing, printing, sorting, stamping, alphabetizing, and general clerical support. 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

or send your resume and cover letter directly to

careers@hausmannconstruction.com

