

**JOB TITLE:** Administrative Assistant

**JOB SUMMARY:** The Administrative Assistant is focused on supporting Envinity's staff by working in our accounts payable group. The position requires experience with financial management and clerical tasks, proficient verbal and written communications, and strong organizational skills. Ideal candidates will have experience in the construction or engineering industries.

This is a full-time position with health, vision, dental, disability, retirement, paid time off and other benefits.

**JOB RESPONSIBILITIES MAY INCLUDE**

- Manage accounts payable process
- Maintain vendor accounts
- Credit card management
- Maintain subcontractor accounts
- Timesheet management
- Other duties as assigned

**IDEAL CANDIDATE**

- 2+ years clerical experience
- Experience with accounting software preferred, but not required
- Experience in the construction or engineering industries
- Interest in creating a more sustainable and resilient future

**APPLICANT SUBMITTAL**

- Resume (*required*)
- Cover letter emphasizing experience

All interested applicants should make an initial submittal of a resume and cover letter to: [Envinitycareers@envinity.com](mailto:Envinitycareers@envinity.com), subject: "Office Assistant."

Envinity is an equal opportunity employer. Our goal is to hire great humans regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Envinity highly encourages all women, minority groups, individuals with disabilities and veterans to apply.

Applicants selected for our interview process must agree to DMV and criminal background checks.