



BELSAAS & SMITH CONSTRUCTION, INC.
P.O. BOX 926 / 103 EAST 4TH AVE, SUITE 209
ELLENSBURG, WA 98926
509-925-9747 FAX: 509-962-3031

Office Assistant

Belsaas & Smith, an established Central Washington construction company, is looking for an office assistant to join our team. This opportunity is for a part or full-time position. This position will be involved in a wide range of responsibilities including, but not limited to:

- General Office Duties: Answering telephone and directing calls, sorting and distributing incoming mail, preparing outgoing mail, maintaining files and records;
- Project Support: including subcontractor tracking and contracts, purchase orders, and bid solicitations
- Assist in Accounts Payable: Matching packing slips to vendor bills, entering vendor bills and preparing vendor bills for payment;
- Assist in Accounts Receivable: Assist in creating of invoices and lien waivers, managing the receivables collection process (including performing credit checks, entering invoices, preparing deposits, actively tracking customer balances and communicating to management);

Qualifications:

- Previous office and construction company knowledge is preferred
- Solid computer skills with proficiency in Microsoft Excel, Outlook and Word
- Excellent written, verbal and interpersonal communication skills
- Strong analytical skills and attention to detail
- Strong organizational, time management and prioritizing skills
- Ability to learn quickly and adapt

Job Type: Full-time/Part Time

Wage: Depends on experience with benefits

Please Email Resumes and Applications to employment@belsmith.com or mail to PO Box 926, Ellensburg, WA 98926
