Construction Industry Field Assistant to Project Manager/Supervisor

LDL GENERAL CONTRACTORS, INC., a premiere custom home builder, is seeking a talented and organized Construction Field Assistant to Jobsite Project Manager to join our team in Moorpark, CA. Founded in 1989, LDLGC, Inc. has established an excellent track record for its ability to develop and build first class homes throughout Southern California.

Qualified applicant will have desire to train in construction projects and gain knowledge and work experience with all facets of construction. Applicant must have ABOVE excellent administrative & communication skills, PROFOUND detail skills, and strong organizational & prioritizing abilities. Intermediate to advanced proficiency with Microsoft Word & Excel is required. Candidate must be able to handle high pressure environment. AutoCAD experience helpful. Budget costing experience helpful. Candidate must have respect for celebrity clientele privacy.

About the Job

- Drive to Job Site(s) DAILY to Assist Project Manager
- Take copious Daily Notes on location per project on laptop
- Email to Job Supers at days end.
- Prepares and types correspondence, reports, phone messages, texts DAILY
- Project schedules, take dictation to create emails.
- Creates, maintains, and enters information into databases.
- Prepares and maintains files and other records. Turns applicable documents in to office operations.
- Completes forms in accordance with company procedures.
- Multi-task, Prioritization Skills, Deadlines
- Run Errands for Project Manager/Job Supervisor
- Maintain Supervisor Calendar

Requirements

- Minimum of 2 years of Administrative Assistant experience
- Construction industry experience a plus
- Proficient with Word, Excel, and Outlook (testing required)
- Strong organizational and filing skills
- Excellent communication skills with a clear speaking voice
- Bilingual (English/Spanish) preferred
- College Education required
- References required
- Maintain Confidentiality
- Excellent Driving Record
- Vehicle in good working condition / Current Auto Insurance

PLEASE EMAIL RESUME’ to renee@ldlgc.com.