

## **COMPANY CULTURE**

Based in Johnstown Pennsylvania; Everything Ice Inc. is an ice rink design, manufacturer and install contractor and site development firm that strives to cultivate a friendly, relaxed, and productive work environment. At Everything Ice, we believe our culture of family values, teamwork, and collaboration is what sets us apart. In anticipation of our continued growth, we seek construction professionals with the proven ability to overcome unique and interesting challenges.

### **Project Administrative Assistant - Description**

Provide clerical and project administrative support performing routine activities under general supervision and within defined procedures. This administrative professional may have regular contact with clients, suppliers, or company employees outside the immediate work area to exchange information. This is an individual contributor with no subordinates.

### **Responsibilities:**

- Completes simple paper filing activities.
- Copies and Faxes documents. Performs scanning and electronic filing
- Organizes and prepares files for archiving.
- Assembles and Distributes documents.
- Answers phones, .
- Performs basic word processing and data entry.
- Maintains simple spreadsheets.
- Maintains project calendar.
- Arranges project-related meetings, travel and/or events.
- Generates simple documents, such as letters and memos.
- May create and track purchase orders, change orders, invoices and other project documents.
- Performs other general clerical duties as needed.
- Is coordinator of project communications.

All applicants must be able to complete pre-employment onboarding requirements (if selected) which may include any/all of the following: criminal/civil background check, drug screen, and motor vehicle records search, in compliance with any applicable laws and regulations.

### **Core Qualifications:**

- 2+ years relevant experience
- Basic MS Office Software skills needed

### **Preferred Competencies:**

- Spelling and grammar skills
- Concentration and cognitive skills
- Initiative
- Interpersonal skills
- Attention to detail and reading comprehension
- Communication skills, including verbal and written skills
- Customer focus
- Ethics and values
- Integrity and trust
- Problem-solving ability

**We are an equal opportunity employer**