**Administrative Assistant**

**Job Summary:**

We are seeking a detail-oriented and highly organized **Administrative Assistant** to join our team. The ideal candidate will excel in providing top-notch administrative and project support to ensure smooth daily operations. This role involves being the first point of contact for visitors and clients, providing exceptional customer service and professionalism, handling phone communications, managing mail, and assisting project managers, accounting, and other departments with various duties.

**Job Title:** Administrative Assistant – Central Region  
**Location:** Superior Paving Corporation – Lynchburg VA  
**Employment Type:** Full-time  
**Reports To:** Contract and Administrative Manager – Central Region

**Key Responsibilities:**

* Answering **Phones:** Professionally manage incoming calls, direct inquiries, and provide accurate information.
* Mail **Management:** Sort, distribute, and prioritize incoming and outgoing correspondence efficiently.
* Maintain Office Supplies: Maintain and order office supplies for Lynchburg Offices
* **Document Management:** Scan and file various project, accounting, and other records efficiently, ensuring proper organization and timely processing of these documents.
* Project **Assistance:** Collaborate with project managers to assist with various administrative tasks, including material usage tracking, yield tracking, etc.
* Accounting Assistance**:** Assist the accounting team in various tasks, including quantity tracking for delivery of stocked plant materials, backup for daily deposits, invoice coding and approval, etc.
* Other Duties as assigned

**Qualifications:**

* Excellent verbal and written communication skills.
* Ability to work independently and in a team environment.
* Strong organizational abilities with a keen eye for detail.
* Proficiency in office software (e.g., Microsoft Office Suite).
* Ability to multitask and prioritize in a dynamic work environment.
* Experience in the construction industry is a plus.

Benefits:

* 401(k)
* 401(k) matching
* AD&D insurance
* Dental insurance
* Disability insurance
* Employee assistance program
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Vision insurance

Superior Paving Corp. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.