

Job Description

Executive Assistant

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for an **Executive Assistant** for our Houston office. Job duties will include but not limited to the following:

Roles & Responsibilities:

- Prepares presentations, reports, letters and routine correspondence.
- Provide non-technical administrative support to project team and maintain high standards of excellence.
- Perform administrative duties including meeting coordination, report preparation, presentations, correspondence, travel arrangements, expense reports, etc.
- Provide some document control duties applying diversified knowledge and experience of document control and filing practices to support construction projects.
- Coordinates executives schedule and independently makes appointments and reservations.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for corporate meetings
- Perform general office duties including mail distribution and creating and maintaining department file.
- Assist team in scanning, organizing, and indexing critical documentation.
- Must have ability to prioritize work, manage time and to simultaneously perform multiple tasks.
- Must have ability to work under pressure, be self-directed with good business judgement and handle confidential information appropriately.
- Maintain updated submittal log, monitor the submittal schedule and status.
- Receive, log, and track plans and specifications as received including all revisions.
- Maintain all hard copy files and electronic copy files of project documentation.
- Support project team in regards to submittals, RFI's, drawings, specifications, and other project documents.
- Must have strong verbal and written communication skills, capable of communicating directly with engineers and administrative staff.

Experience: Must have 5 or more years in construction in similar position with similar responsibilities.

Education: High school diploma or equivalent required. Some college education preferred. Bachelor Degree in Construction Management or Engineering is a plus

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, pension, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.