

Administrative Office Assistant (Full or Part Time)

Sacramento, CA

Capital Program Management is a consulting firm specializing in project and construction management for public and institutional clients. We are currently seeking an Administrative Office Assistant to perform operational office support services and activities. This is an in-office, front desk position – remote work does not apply to this position. We have been among the Top 5 in our category awarded by the Sacramento Business Journal’s Best Places to Work every year since 2016 - including 2020 and 2021!

We offer competitive salary and benefits, as well as a company-wide commitment to the continued professional development of each and every one of our team members. There are many avenues for you to train and grow in this position. If this sounds like the kind of career move you’ve been wanting to make, and if you meet our qualifications, we want to talk with you!

Job Description:

As a small business, you will be wearing many hats related to general office services, and will have opportunities for independent decision making and displaying your creativity. Duties include: Reception and answering phones, office/kitchen supplies ordering and inventory, assist with travel arrangements, assist with event coordination (CPM’ers love events!), assisting with facilities/property management, and assisting our project management staff as needed. You will create protocols and train new employees on general office routines.

Qualifications:

- Attitude is an essential standard with this position, as the Administrative Office Assistant is the ‘face’ of the company.
- Organizational skills, efficiency in performing tasks, multi-tasking is essential in this multi-faceted role.
- Forward-thinking and proactive to stay on top of office and staff needs.
- Great communication skills, both written and verbal, is key to effectively work with clients, staff, vendors and service providers.
- Understanding that ‘menial’ tasks such as cleaning the kitchen or creating hundreds of mailing labels are just as important.
- Proficiency with MS Outlook, MS Word, MS Excel and MS PowerPoint
- Internet savvy with research
- Experienced in making travel (air, car, hotel) reservations.

How to Apply:

Please submit your cover letter and resume by e-mail or mail. The Human Resources department will contact qualified candidates.

E-Mail to:

jobs@capitalpm.com

Or Write to:

Human Resources
Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815