

Administrative Office Assistant

Location: Sacramento, CA

Expected pay range: \$19.00 to \$23.00

Job Description:

Capital Program Management (CPM) is currently seeking an Administrative Office Assistant to perform operational office support services and activities. This is an in-office, front desk position. 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. You will work with the Office Manager to ensure the rest of the staff has adequate support, supplies and equipment to work efficiently. You will ensure the smooth running of our company's offices and coordinate office activities and operations to maintain efficiency and culture. 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, coordinate shipping and mail, 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 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.

About Capital Program Management

Established in 1999, Capital Program Management is a consulting firm specializing in project and construction management for public and institutional clients throughout California. 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!

CPM is voted among Best Places to Work by the Sacramento Business Journal since 2016. Visit our website for more information about our culture and benefits. capitalpm.com/careers

How to Apply:

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

E-Mail to:

jobs@capitalpm.com