



CONSTRUCTION PERMIT AND INSPECTION COORDINATOR

Brown & Associates, a building safety consulting firm, is seeing a highly motivated office administrator to join our Phoenix office location. Our family-owned and operated business was established in 1993 and incorporated in 2003. In the fast-paced and growing construction industry, we offer a competitive salary and comprehensive benefits. We are looking for team player with strong organization, time management and follow-up skills to grow with our company.

Under the general direction of the Project Management Team, this position provides administrative and secretarial support to the business unit leaders of the company. In addition to typing, filing and plan coordinator, performs duties such as hourly record keeping, and working on special projects. Also, answers non-routine correspondence and assembles confidential and sensitive information. Deals with a diverse group of important external callers and visitors, as well as internal contacts, at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

The ideal candidate will meet the following requirements:

- Essential data entry skills, fast typing with an eye for detail
- Well-organized, highly detail-oriented, ability to manage multiple projects with superb follow-up skills.
- Excellent written and verbal communication skills through email and phone.
- Have the ability to adapt to an ever-changing, fast-paced environment.
- Must have the ability to collaborate and work effectively in a team environment as well as work independently under limited supervision.
- Must have the ability to handle multiple projects effectively.
- Solid organizational and computer skills with the ability to prioritize tasks.
- Proficient using word processing programs and spreadsheets (e.g. Word, Excel, Outlook, Google Docs). Knowledge of Bluebeam beneficial.
- •Reliable/Accountable

Position Type and Expected Hours of Work

This is a full-time position, Monday through Friday, 10:30 a.m. to 6:30 p.m. B&A offers competitive compensation and an excellent benefits package, including generous employer paid benefits, including medical, dental, vision, and life insurance, 401(k) and profit-sharing plan, paid time off, and continuing educational reimbursement.

Job Type: Full-Time

Pay: \$20.00 - \$22.00 per hour