



## **Administrative Assistant**

**Location: Milpitas, CA**

Floor Seal Technology is a world class concrete treatment manufacturer & contractor. Our company is on the leading edge of concrete technology and design working with Architects, Designers, Read-Mix Concrete suppliers and general contractors to create beautiful concrete in some of the most significant buildings in the world. Through our chemistry and onsite field oversight, Floor Seal is instrumental in creating amazing architectural concrete. We have also developed other chemistry that is highly specified on hospitals and large public works projects to solve moisture, deflection, and structural cracking issues.

We are seeking a creative, passionate, and driven Administrative Assistant for our Northern California Office. Potential candidate will represent our mission and business interests in all phases of our work.

### **Responsibilities**

- Answer and direct phone calls
- Assist Installer's timesheets using Mobiclocks
- Being points of contact for our installers
- Basic accounting/bookkeeping
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements if needed
- Submit and reconcile expense reports if needed
- Provide general support to staff and visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

### **Requirements**

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of Mobiclocks is a plus
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills



- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Fluent in Spanish
- Basic accounting knowledge with QuickBooks

If you have the desire and the skills, we have the place for you to put them to work and grow your career. Please visit our website at [www.FloorSeal.com](http://www.FloorSeal.com) or send resumes to [katie.tran@floorseal.com](mailto:katie.tran@floorseal.com).