



Northland Mechanical Contractors

9001 Science Center Drive
New Hope, Minnesota 55428
(763)544-5100 • Fax (763)544-5764
www.Northland-MN.com

Administrative Assistant

Northland Mechanical Contractors, Inc. is a leading mechanical contractor in business since 1971. We are focused on providing the highest quality services and solutions to our customers in and around the upper Midwest. Putting our client's interests first, we work hard to not only meet but exceed our customers' expectations. Our highly trained staff are specialists in their fields and work as a cohesive team to deliver quality, dependable services to our clients.

We currently have an opening for a highly driven Administrative Assistant to join our office team. To be successful in this role, you will have a strong ability to prioritize tasks and have exceptional organizational and communication skills.

Responsibilities will include the following:

- Perform administrative office functions utilizing a Windows-based operating system
- Answer incoming calls and routing calls to appropriate personnel
- Greet customers and vendors upon arrival
- Process proposals for our sales teams
- File for utility rebates for customers
- Assist with permitting tasks
- Prepare and assemble printed materials for multiple departments as needed
- Maintain fleet vehicle files and keep vehicle registrations up to date
- Process incoming and outgoing mail
- Maintain and order office supplies
- Process lien waivers, certificates of insurance, and W-9 forms
- Assist with credit card reconciliations and AP year-end tasks
- Apparel inventory and ordering
- General filing
- Assist office staff with day-to-day activities and projects as assigned

The successful Administrative Assistant candidate will have:

- Strong MS Office software proficiency and typing skills
- Excellent time management and problem-solving skills
- Ability to complete projects quickly and accurately when under deadlines
- Detail-oriented and comfortable working in a fast-paced office environment
- A positive, courteous, and helpful demeanor
- Desire to work in a team environment to a common goal
- 1+ years of administrative experience
- Mechanical industry experience is a plus
- Sage 300 CRE (Timberline) software experience is a plus

Excellent compensation package provided including:

- Competitive salary based on experience
- Medical and Dental benefits available
- Six paid holidays
- Paid Time Off program
- Monday – Friday work week