

Job Title: Office Administrator

Description: We are a Stamford based contractor with a need to have a representative in the office to handle all of the paperwork, documents, and tracking that are created from our day to day utility installation projects. The preferred applicant would possess the ability to handle the below described tasks.

- Answer incoming calls
- Prepare and maintain various reports
- Generating invoices
- Maintain an accurate aging report
- Data input of completed projects

Successful candidates will possess: Education and Experience

- Knowledge of relevant computer applications (Excel, Word, Access, Email and Scheduling programs, and cost accounting software)
- Proficient in data entry and management
- Proficient at typing

Key Competencies

- Must be well organized and a self-starter
- Attention to detail and accuracy
- Must have strong work ethics
- Detail oriented, professional attitude, reliable
- Possess strong organizational and time management skills
- Strong problem solving skills and multi-tasking skills
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner

Applicants please email pvmazzari@danella.com with questions, comments, or resumes