



1772 Double Q Road, Green Bay, WI 54311
920-393-3795
absoluteconcretellc.com

Job Title: Bilingual Office Assistant

Location: Green Bay, WI (onsite)

About Us:

At Absolute Concrete our team is the core of our success. Each member brings a wealth of experience, unparalleled skill, and a dedication to excellence that sets us apart in the industry. Our legacy is concrete, the cornerstone of all buildings. We create amazing structures from raw material in an intense window of opportunity that will last generations.

Position Overview:

We are seeking a Bilingual Office Assistant professional to join our team as a first point of contact. The ideal candidate will provide administrative support for various departments, and facilitate communication between English and Spanish speaking vendors, team members, and applicants. Together, we are building and creating a Team that fits our Core Values of being humble & confident, having a people first mindset and customer focus. By integrating these principles into daily practices, we will build a cohesive team that genuinely lives those values.

Key Responsibilities:

- Greet visitors, vendors, and applicants, ensuring a welcoming atmosphere and assisting them with inquiries in both English and Spanish.
- Assist with the preparation and translation of documents and correspondence in both English and Spanish.
- Assist with order processing, data entry, and maintaining accurate records.
- Help organize company events and meetings.
- Perform general administrative tasks, including filing, scanning, arranging hotel accommodations, per diems, vehicle registrations and updating the monthly newsletter.
- Occasionally attend local job fairs and community events.
- Assist with timekeeping, monitoring and checking daily time entries for employees.
- Organize marketing material (photos, videos, etc.).
- Collaborate with team members to ensure seamless communication and workflow.
- Maintain confidentiality of sensitive information and adhere to company policies and procedures.

Qualifications:

- High school diploma or equivalent; additional education in office administration or a related field is a plus.
- Excellent verbal and written communication skills in both English & Spanish required.
- Previous experience in an office support role, preferably in the construction or concrete industry.
- Strong organizational skills and attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and office equipment.
- Ability to work independently and as part of a team in a fast-paced environment.
- Must be engaging, friendly, and creative.



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Benefits

- Competitive Wages
- Health, dental, and vision insurance effective immediately on first day
- 401(k) with 3% company match
- Employee discounts
- Professional Development for training, certifications and career advancement
- Work-Life Balance
- Flexible Schedule (M-F flexible hours between 7am - 5pm)
- Dog-Friendly Office: We believe the paw-fect coworker is a dog! If you love bringing joy, positivity, and a tail-wagging spirit to the workplace, we want you on our team.

If you're a top-quality, hardworking and passionate person, apply today by submitting your cover letter and resume to HR@absoluteconcretellc.com.

Absolute Concrete LLC is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone can thrive.