



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

Office Assistant

Green Bay

Absolute Concrete is seeking a skilled and experienced office assistant to join our team. A successful assistant will provide essential administrative support to ensure the smooth operation of our office. This role will be responsible for a variety of tasks such as accounting support, data entry, and general administrative duties. The ideal candidate is detail-oriented, efficient, and able to handle multiple responsibilities in a fast-paced environment.

Essential Responsibilities

- Accounting support
 - Timekeeping:
 - Monitor and check daily time entries for employees.
 - Ensure accuracy and compliance with company policies.
- Administrative duties
 - Organize and maintain filing systems, both electronic and physical.
 - Handle incoming calls and emails, directing them to the appropriate person.
 - Prepare and distribute correspondence, memos, and reports.
 - Order and manage office supplies.
 - Assist with scheduling meetings and appointments.
 - Support special projects and other duties as needed.
 - Provide general administrative support to various departments.

Qualifications

- Previous experience preferred
- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Proven experience as an office assistant or in a similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic accounting software.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.

Benefits

- Paid time off – including holidays and paid vacation
- Retirement benefits or accounts
- Commuting/travel assistance
- Employee discounts
- On the job training and certifications
- Flexible Schedules
- Above industry standard pay
- Per diem
- Health and dental insurance
- Vision, life, and short-term disability insurance
- 401K with company match



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

Absolute Concrete 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 has the opportunity to thrive.

If you're a top-quality, hardworking and passionate person, apply today by filling out the application form at or submit your resume to HR@absoluteconcretellc.com.