

## ***Administrative Support Specialist - Missoula***

Riverside Contracting is a highway construction company with jobs across Montana & Wyoming and 200+ employees. We are seeking candidates to fill a full-time position as an Administrative Support Specialist in our Missoula office. This is a seasonal position with year-round potential for the right match. Our ideal candidate is comfortable wearing many hats and will work closely with Accounts Payable and Payroll.

### Responsibilities include:

- Managing the phone system, routing calls, and relaying detailed messages
- Sorting and distributing inbound mail, preparing outbound mail and packages
- Arranging service on office equipment as need, keeping common areas tidy and supplies well stocked
- Assisting Accounts Payable and Payroll processes by performing data entry and maintenance of employee, vendor, and field information into information systems
- Special projects as needs arise

### Qualifications include:

- **High School Graduate (required)**
- **Experienced in Microsoft Office products (Word, Excel, and Outlook), 2 years (required)**
- **Attention to detail and emphasis on accuracy**
- **Desire to learn, grow, and develop work knowledge, skills, and abilities**
- Strong interpersonal and communication skills
- Ability to work with all levels of management and departments within the company
- Ability to prioritize and re-prioritize in a fast-paced environment
- Self-starter, willing and able to jump in without constant directives

### Compensation:

- **\$15 - \$19 hourly**, depending on experience
- 100% **EMPLOYER PAID** benefit package
  - Full-family Health, Dental & Vision Insurance with low deductible (**\$8.20/hour value**)
  - **\$2/hour EMPLOYER PAID** Retirement plan
- Full-time, 7+ hour shift
- Work Location: Missoula, MT.

Please send resume to [hr@riversidecontracting.com](mailto:hr@riversidecontracting.com) - subject line "Missoula Admin"

*Riverside Contracting is an Equal Employment Opportunity company*