



DESIGN + BUILD + ENJOY

**Job Title: Construction Admin Assistant**

**Constructed Matter, Inc.**

4160 N Craftsman Ct.  
Suite 203  
Scottsdale, Arizona 85250  
(480)628-4458

**About Us:**

Constructed Matter, Inc. is a vibrant residential and commercial construction company based in Scottsdale, Arizona. Committed to excellence, we thrive on collaboration and maintain a family-like atmosphere. We encourage creativity and initiative, making our workplace an ideal setting for those eager to learn and grow in the construction and design industries.

**Job Description:**

We are seeking a Construction Admin Assistant to join our team. The ideal candidate will be a self-starter, capable of managing administrative, estimating, procedural, and bookkeeping tasks in a fast-paced environment. This role involves supporting project management teams, handling paperwork, ensuring smooth operations within the office, assisting with bid preparation and solicitation, developing Standard Operating Procedures (SOPs), assisting executives with scheduling and meeting preparation, and managing statistical tracking of leads, budgets, and projects.

**Responsibilities:**

- Assist in managing daily administrative operations of construction projects.
- Handle documentation and filing systems, ensuring accuracy and accessibility.
- Support project managers and executives with scheduling, coordination, and preparation for meetings.
- Communicate effectively with clients, suppliers, and team members.
- Manage and respond to project-related correspondence.
- Facilitate smooth communication across various departments.
- Assist with estimating tasks such as bid organization, meeting preparation, and bid solicitation.
- Develop and implement Standard Operating Procedures (SOPs) to enhance organizational efficiency.
- Perform bookkeeping tasks and maintain financial records.
- Track and analyze statistical data on leads, budgets, and project progress.

**Physical Requirements:**

- Ability to walk job sites and navigate stairs as required to oversee and participate in project progress.



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**Qualifications:**

- Proven experience as an administrative assistant or similar role, preferably in the construction industry.
- Strong organizational and planning skills.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office, Google Suite, and Excel.
- Familiarity with MAC OS and strong grammatical skills.
- Ability to handle multiple tasks in a dynamic environment.

**Requirements:**

- Valid driver's license and legal un-sponsored work status in the U.S.
- Willingness to undergo a background check and/or drug screening.
- Proficiency in MS Office, Google Suite, and Excel.
- Strong organizational, planning, and communication skills.

**We Offer:**

- A supportive and inclusive workplace, ideal for working parents and individuals seeking a family-like environment.
- Flexible work arrangements to accommodate different needs.
- Opportunities for personal and professional growth in a company poised for expansion.

**How to Apply:**

Please send your resume and a brief cover letter highlighting your experience and why you would be a perfect fit for our team to [Brandon@ConstructedMatter.com](mailto:Brandon@ConstructedMatter.com).

We look forward to building our future with you at Constructed Matter!