

United States Jobs Expertini®

Administrative & Transcription Support

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Company: Wayne J. Griffin Electric, Inc.

Location: Holliston

Category: construction-and-extraction

Looking for a change in the New Year?

Wayne J. Griffin Electric, Inc. currently has a full-time administrative position available in our Holliston, MA headquarters. The requirements include excellent computer and communication skills as well as the ability to multitask and prioritize in a dynamic environment. Individuals must be organized, detail oriented and possess a strong work ethic.

An individual in this role will partner with a team of administrators to support the Company President. The position has a heavy focus on digital transcription and email management with an emphasis on quality and confidentiality. Other tasks may include special projects, letter composition and data management. The ability to interact across all departments with detailed tracking of tasks to completion will be essential. Knowledge of the construction industry is helpful.

The work schedule for this position is Monday – Friday 1:00 PM – 9:30 PM.

We offer competitive compensation and benefits including medical/dental and life insurance, 401(k) with company match, tuition reimbursement of up to \$2,000/year, onsite gym with health and wellness programs.

If you enjoy a collaborative team-based environment with long service dedicated employees, visit us at our website: www.waynejgriffinelectric.com.

Let us learn about you **Apply now:** officerecruiting@wjgei.com

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