



We're Hiring!

Administrative Assistant Project Site Philpott Dam Landslide Remediation, Bassett, Virginia

David Boland, Inc. – We build for national security. We build for our communities.
We build for the future!

Do you want to be part of a team that builds for America's military and civilian servants? Does building critical infrastructure that supports and protects our country and its citizens excite you? Consider an opportunity at the ground level with our Project Management team! Our team pursues diverse opportunities from aviation and aerospace to manufacturing, healthcare, and education, in the \$10M to \$75M range, all in support of our country.

We are recruiting for an **Administrative Assistant** to join our **Philpott Dam Landslide Remediation** project in **Bassett, Virginia**. This is an opportunity to join a well-established organization that has spent over forty-eight years providing military grade management to projects nationwide.

As an Administrative Assistant, you will be responsible for:

- Preparing, reviewing, maintaining, and filing correspondence for Project Management.
- Preparing, reviewing, and maintaining meeting minutes.
- Preparing, reviewing and maintaining daily reports.
- Processing submittals.
- Processing requests for information.
- Performing receptionist duties for project personnel, and performing miscellaneous errands.

The successful candidate must be detail-oriented and possess excellent knowledge of MS Word, Outlook, and Excel. 3+ years' experience is required, and prior experience with a construction company is a plus but not required.

Excellent performance is rewarded with competitive salaries, a generous incentive compensation program, a comprehensive benefits package, including 401(k) with match, medical, dental, and life insurance, as well as professional development opportunities.

HOW TO APPLY: Qualified candidates should send a resume to: careers@dboland.com

David Boland, Inc. is a Drug Free Workplace/Equal Opportunity Employer and ensures that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.

VEVRAA Federal Contractor/Participates in E-Verify.

Nothing in this job posting or description should be construed as an offer or guarantee of employment.

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