

Title: Branch Administrator

Department: Field Operations

Report to: VP of Operations

Location: Pomona, CA

SUMMARY

This role will support the office with a variety of administrative duties including data entry, employee onboarding & offboarding, timekeeping review, and accounting duties. Duties can change as the role calls for flexibility and an enthusiastic personality with a desire to assist and enable all segments of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare accounting reports and analysis to reflect P & L by project and crew
- Assist in the Work-In-Progress report
- Assist with billing, customer relations, and collections
- Assist with project presentation material
- Maintain documentation and reports of work activities
- Employee onboarding and offboarding; includes I9 completion
- Coordinate with leadership to assist in vehicle requirements and availability
- Manage timekeeper and assist in the review of timesheets and payroll preparation;
- Perform a variety of administrative duties including managing emails, phone calls, mail, couriers, preparing correspondence and ordering office supplies;
- Prepare correspondence and other documents as needed;

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Proficient use of Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Strong organizational and time management skills;
- Ability to handle multiple priorities and work to meet deadlines;
- Strong interpersonal and communication skills (both oral and written);
- Ability to learn quickly, work independently and prioritize work;
- Works with high attention to detail and accuracy in the preparation and editing of information;

EDUCATION, EXPERIENCE and/or CREDENTIALS:

The requirements listed are representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.

- Post-secondary education or a combination of relevant training and related experience;
- Minimum two (2) years' experience in a similar position;
- 1-2 year of accounting experience;
- 1-2 year of billing experience;
- Construction and/or union experience an asset.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is typically performed in an office.

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We appreciate your interest and look forward to building something great together.