

Office Administrative Assistant

On Indeed: [RokPower Utilities](#)

Location: 19731 E Pine St, Catoosa, OK 74015

Full job description

Pay: \$30.00 - \$34.00 per hour

Job description

Company Description

ROKPOWER is a leading power line construction company providing a comprehensive range of services across the United States, including distribution, transmission, Substations, emergency storm response, and live line work. Partnering with public and private organizations, such as utilities, municipalities, and mining companies, ROKPOWER is known for its commitment to safety, quality, and efficient service delivery. The company fosters a supportive work culture that prioritizes employee development, values professionalism, and celebrates achievements. We are dedicated to upholding the highest health and safety standards, ensuring a safe environment for our employees, clients, and stakeholders.

Role Description & Responsibilities

The Office Admin represents the company with visitors, inquiries, and other interactions. The OA is a key liaison between the managers of the company, customers, and field leadership. The duties of this position are primarily office administration. The role calls for flexibility, a willingness to help and desire to assist with special projects as assigned. Additional daily responsibilities include:

- Maintaining manpower rosters
- Payroll/timesheet reconciliation
- Manage credit card receipts and expense reports
- Amazon Purchases
- Internal Purchase Orders
- Document control:
- Uploading Work Orders to timesheet app, SharePoint, and QuickBase
- General office duties- filing, scanning, check mail, order office supplies.
- Employee Payroll Changes (rate, union and classification changes, net pays, and term slips)

- Work with Project Manager for new Vendor Setups
- Onboarding new/rehires into ADP and Rhumbix
- Locates/Dig Tickets

Requirements

- Highschool degree. Associates degree preferred
- Proficient use of Microsoft Office applications
- Excellent organizational skills, high level of integrity and discretion in handling sensitive information with acute attention to detail.
- Problem solving skills to include critical thinking, and strong analytical thinking.
- Strong time management skills to balance multiple priorities in a fast-paced business.
- Well organized, detail oriented and ability to multitask.
- Strong written and verbal skills.

Please send any inquires and resumes to careers@rokpowerutilities.com as well as a copy to Blake.Faecher@rokpowerutilities.com

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Application Question(s):

- What are your salary requirements?

Education:

- Associate (Preferred)

Experience:

- construction administrative assistant: 1 year (Required)

Ability to Commute:

- Catoosa, OK 74015 (Required)

Work Location: In person