



ADMINISTRATIVE ASSISTANT/SAFETY ADMINISTRATOR JOB DESCRIPTION

Morrow-Meadows Corporation is seeking a full time Administrative Assistant/Safety Administrator to work with our Safety Manager and Accounting team.

Responsibilities:

- Maintain up-to-date employee records such as training cards, certifications, etc.
- Prepare job specific safety paperwork for new and existing projects
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Maintain filing system
- Assist all departments with special projects upon request
- Manage all incoming and outgoing mail
- Maintain office supplies and kitchen supplies
- Organize and schedule meetings and appointments
- Answer and direct phone calls
- Greet and assist visitors to the office
- Cover reception desk

Requirements:

- Proficient in Microsoft Office
- Strong communication skills
- Strong organizational skills
- Ability to work with others in a team environment while still being dependable and self-motivated
- College degree preferred

Benefits:

- Competitive compensation packages
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- Medical and Dental Benefits
- Basic Life Insurance
- Long Term Disability Insurance
- Flexible Spending Account
- Wellness Program
- 401-K Plan that matches up to \$5,000 per employee annually
- 9 paid holidays
- Your birthday as a paid holiday
- 2-4 weeks paid vacation/personal time off depending on years of employment

Office/Location:

105 Bing Street
San Carlos, CA 94070
650-634-0682

Contact information:

Mitch Hughes – General Manager
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Maggie Lammey – Employment Opportunity Coordinator
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