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FULL CHARGE BOOKKEEPER AND CONSTRUCTION PROJECT ADMINISTRATOR (West San Antonio, TX)

Date: 2010-01-18, 11:33PM CST

Reply to: job-9mnbr-1559637265@craigslist.org [Errors when replying to ads?]

FULL CHARGE BOOKKEEPER AND CONSTRUCTION PROJECT ADMINISTRATOR

COMPANY AND OPPORTUNITY

Medina Precision Cabinets, LLC ("MPC") is now hiring a Full Charge Bookkeeper/Office and Project Administrator for our architectural millwork and cabinetry company in La Coste, TX (an easy drive against traffic, just 20-minutes west of San Antonio, off Highway 90, near Castroville).

ARE YOU EXPERIENCED IN OFFICE ADMIN, FULL CHARGE BOOKKEEPING AND CONSTRUCTION PROJECTS ADMINISTRATION?

Would you like to utilize your experience in the construction industry to streamline the back office for a locally-based construction manufacturing/services company?

Would you like to make a critical impact on the lives of the company's customers, employees, and owners? You could be the glue that holds the place together!

Would you like to grow with our company, as we work to double our revenues in 2010 and expand for years to come?

Work Schedule for this job is: Monday through Friday, 8:00am to 2:30pm with 30 minutes for lunch (30 hours per week), OR, it could be expanded to Monday through Friday, 8:00am to 4:30pm with 30 minutes for lunch (up to 40 hours per week), for the right candidate who could handle greater responsibility and take some duties off the plates of other managers, we can figure out a schedule that works for both you and the company.

MPC is an Equal Opportunity Employer. Compensation for this position is better than market and based on the attitude and skills you bring to your work. Employee benefits include Paid Time Off, Paid Company Holidays.

EXPERIENCE REQUIREMENTS

Minimum work experience:

Candidates should have experience working with Quickbooks and Microsoft Office programs (Word, Excel, Outlook), multi-line phone systems, networked computer systems, fax machines and typical office equipment.

Better work experience:

Experience with small business Human Resources, Payroll, Accounts Receivable and Accounts Payable is an important bonus and will distinguish candidates from others.

Ideal work experience:

In addition to the skills described above, experience managing project files, monthly progress billings, lien waivers, insurance certificates, bonding requirements and other paperwork requirements that come with working in the construction industry will put the ideal candidate at the front of the line for consideration and interviews.

CHARACTER REQUIREMENTS

Candidates must be fast learners and must have a willingness to support and assist customers, co-workers and managers. You must be pleasant and easily understood while talking on the phone. You should be able to develop a rapport and good working relationships with customers, vendors, employees and managers. Anyone hired for this position must have, most importantly, integrity in all they do, a "teachable" humility, a team attitude and a willingness to serve customers and co-workers cheerfully.

PHYSICAL & WORK ENVIRONMENT REQUIREMENTS

- * Must be able to speak clearly and be understood by customers and callers on the other end of the phone.
- * Must be able occasionally to lift 20 pounds (files, file boxes, and similar office lifting)
- * Must be able to sit at a desk throughout the work day, type on a computer keyboard and do filing in an office setting

Candidates should have a valid driver's license with good driving record.

We will perform background checks and reference checks before hiring.

If you bring personal issues with you that interfere with your work or other team members' work, please do not apply.

CONTACT

If you are qualified for and interested in this position:

- * Include your earnings history in your resume or in your cover letter and explain any gaps in work history in order to be considered for this position.
- * Email your resume and cover letter - in Word (version 2003 or earlier) or PDF format - to the email in this ad, or
- * Fax your resume and cover letter to (210) 568-6728.

- Location: West San Antonio, TX
- Compensation: \$12-\$14/hour DOE
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

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