



Office Assistant- Construction

Disaster Restoration Innovation
2555 N Coyote Drive, Suite 115
Tucson, AZ, 85745
Website: <https://driresto.com>

\$15 to \$17 Hourly

401K, Life

Full-Time

We are seeking a competent and adaptable office assistant to help with the daily administrative duties of the company. The ideal candidate will be self-motivated, and work efficiently under pressure to complete the daily tasks required.

Responsibilities:

- All data entry of jobs into the job management systems
- First person to answer office phones, take in new jobs, and research customer inquiries
- Communicate progress of open jobs with other Project Managers/Operations Managers
- Record minutes at weekly manager meetings and post them for manager review
- Must have advanced computer, smartphone, and electronic communication skills (i.e., email, texting, etc.)
- File documents and update job tracking system
- Excellent customer service and effective communication skills.
- Submit all required forms to specific client programs for fund release
- Attend educational training for specific client programs
- Communicate with clients to request all required signed documents
- Make collection calls and accept payments
- Consistent communication with program administrators to ensure program guidelines are met
- Upload/download and scan documents

Education/Experience:

- Experience as an office assistant in the restoration/reconstruction industry preferred
- Excellent organization and time management skills
- Excellent follow-up skills
- Excellent attention to detail



About Disaster Restoration Innovation:

We are a veteran-owned company specializing in commercial and residential restoration and repair services. Our team has more than 25 years of combined industry experience and possesses the necessary skills to tackle the toughest jobs.