



## ***Job description***

***Position:*** Administrative Assistant

***Description:*** Founded by Joseph H. Wieser in 1965, Wieser Concrete Products, Inc. started its Manufacturing Operations near Maiden Rock, WI.

*Over the years, the market demand has resulted in Wieser Concrete Products, Inc. developing additional manufacturing facilities at Menomonie, Portage, Wisconsin, Roxana, Illinois, Rosemount, MN, Pleasanton, TX and distribution sites in Spooner and Fond Du Lac Wisconsin and Jordan, Minnesota.*

*Wieser Concrete Products, Inc. manufactures an extensive line of precast concrete products for the Agricultural, Underground, Highway, and Commercial markets. This diversity and flexibility has aided Wieser Concrete in maintaining a sound, successful operation.*

***Purpose:*** The Administrative Assistant's leading responsibility is to give customers a positive initial experience with Wieser Concrete by operating the phones, forwarding calls, providing information and making the information flow between Customer and Company positive.

### ***Primary responsibilities:***

- *Greet customers as they walk in, determine the nature and purpose of the visit and direct or escort them to the specific destination while making them feel welcome.*
- *Perform general office duties such as filing, answering the telephones and handling routine correspondence.*
- *Review contract language to ensure fair terms.*
- *Coordinates various construction project documentation, including bid packages, and selling some product.*
- *Provides documentation for new jobs including providing proof of insurance and other documentation.*
- *Processes, submits, routes and tracks all contracts and internal forms until project completion.*
- *Provide information about Wieser Concrete Products to callers such as the services provided.*
- *Collect, sort, distribute, and prepare mail, deliveries, and messages.*
- *Take down information for requested quotes and send them to the proper departments.*
- *Ordering office supplies for office when needed.*
- *Assist with special projects as needed.*

### ***Education/ Experience/ Qualifications:***

- *Education- High school or equivalent (Preferred).*
- *Administrative Assistant, Office Management, or other related education and/or related field experience preferred but not required.*
- *Highly organized self-starter who is creative and collaborative and offers thoughtful insights.*
- *Skilled in PC usage and associated software including the Microsoft Office Suite: Word, Excel and Outlook.*
- *Able to work with minimal supervision, efficiently schedule and manage time.*

- *Excellent interpersonal skills to communicate and work with everyone from the plant to the office to the Customer.*
- *Negotiation skills.*
- *Ability to multi-task and problem solve frequently while meeting deadlines.*
- *Able to maintain confidentiality.*
- *ELD Experience (preferred, but not required.)*

### **Benefits:**

- *Competitive Waqes*
- *Health Insurance & HSA*
- *Paid time off*
- *401(k) and 401(k) matching*
- *Profit Sharing*
- *Life Insurance*
- *Referral program*

**Job Type:** Full-time      **Schedule:** Day shift Monday—Friday 6:00a.m. – 2:30p.m.

**Salary:** Hourly pay rate varies on experience and qualifications. \$18 - \$23 per hour.

**Work Location:** One location- Maiden Rock, WI

**Call:** 800-325-8456

**Click link** to visit our website- [Employment Opportunities | Wieser Concrete | Now Hiring](#)

**Scan QR code** to visit our website -

