



**Administrative Assistant  
Construction Industry**

Manafort-Precision, LLC is seeking a full-time Administrative Assistant to support approximately 10 Estimators and Project Managers/Project Engineers. The Administrative Assistant will be responsible for handling a wide variety of administrative functions from calendar management, handling confidential and time sensitive material, routinely preparing advanced correspondence including letters, memorandums and reports, preparing and organizing bid proposals, and submitting monthly requisitions. Also has a keen sense of project planning, conflict resolution as well as personal assisting on various requests.

Candidates should have 5-7 years of professional work experience, be well organized & have strong follow-up skills. Must be a self-starter with solid communication skills, attention to detail, and a working knowledge of Word, Excel, PowerPoint, and Timberline accounting software.

Please submit your resume to:  
**Human Resources Department**  
**P.O. Box 98**  
**Plainville, CT 06062**  
**Fax (860)747-6296**  
**hr@manafort.com**

AA/EOE M/F/Disability/Vet