

Office Administrator

You will have big shoes to fill as the new office administrator, replacing our current administrator, who is retiring after being with us for over forty years. You will be part of a friendly team in a pleasant work environment and receive some of the best benefits offered in the Valley, all while working for a fourth-generation family company in Sunderland, Massachusetts. Your pay will be commensurate with experience. This is an office position (no working remotely). A typical workday is 6:30 AM to 4:00 PM Monday through Friday. Preference will be given to those with less than a 20-minute commute or willingness to relocate.

While you will report to the owners, the day-to-day responsibilities of the office will be yours. This includes being the primary office contact, answering and routing calls, reading and replying to emails, managing daily billing, accounts receivables, accounts payables, and payroll. You will manage employee benefits, personnel files, licenses and certifications, be responsible for many spreadsheets, and correspond with our rental tenants. Tasks typically associated with an administrator such as stocking supplies, grabbing lunch, copying, scanning, filing, mailings, creating letters for correspondence, going to the Post Office, and making bank deposits will also be yours. You will also have a secondary job of covering for our sales dispatcher and weighing trucks, scheduling deliveries, and taking sales calls when she is out or on vacation. If there is a job to be done in the office, you will likely be involved.

You will need to have experience as an administrator and computer skills such as being proficient in Microsoft Outlook, Word, and Excel. You should have a basic knowledge of accounting, and knowledge of QuickBooks is a plus (although we will train). Just as important as these tools will be your own personal toolset: interpersonal communication, written communication, multi-tasking, organization, **honesty, integrity, a strong work ethic, and the desire and ability to learn.**

Do not let our name scare you. We are a fourth-generation family company not only in the construction industry, but also in real estate. We take pride in how the company is run, how we treat employees, and how we integrate with the local community. If you like this type of work, we hope this will be the last job you ever have.

How to apply (the only way, no phone calls please):

1. Complete the attached application.
2. Email a cover letter, completed application, and a resume to jobs@delta-sand.com.

Applications will be accepted through April 16th. We expect to begin interviews the first week of May. Sorry, we will not be able to answer or reply to every application.

DELTA SAND AND GRAVEL, INC.

P.O. Box 395 · Sunderland, MA 01375 · 413-665-4051 · fax 413-665-8323 · www.delta-sand.com

APPLICATION FOR EMPLOYMENT - OFFICE

Date: _____

Applicant

Name: _____
 Address: _____

Home Phone: _____
 Cell Phone: _____
 Email: _____
 U.S. Citizen? Yes No

Last Previous Address: _____

Were you referred to our office? Yes No If Yes, by whom: _____

Relatives or friends working here? Yes No Name: _____ Relationship: _____

Are you currently employed? Yes No Where: _____ Doing what? _____

Reason for leaving: _____

Have you any sideline business interests? Yes No Explain: _____

Have you ever served in the armed forces? Yes No Details: _____

How Would You Rate Your Experience and Expertise With The Following?	# of Years of Experience	A Lot	Some	A Little	None
<example>	4		X		
Bookkeeping					
Accounting					
Accounts Receivable					
Accounts Payable					
Payroll					
Cash Management					
Phone Call Management					
Word Processing (Word)					
Spreadsheets (Excel)					
Email Communication					
Math/Algebra Calculations					
Customer Service Skills					
Truck Dispatching					
Sales					
Organizational Skills					

Would you call yourself a (check all that apply):

- Supervisor Manager Leader
- Admin Assistant Salesperson
- Bookkeeper Accountant Office Worker
- Customer Service Expert Payroll Clerk
- Accounts Payable Clerk A/R Clerk
- Other: _____
- None of the above

Indicate licenses and certifications that are current:

- MA Driver's License
- Other: _____
- _____
- _____
- _____

Employment History

Give names and addresses of ALL previous employers over the last 10 years (including civil service). If you are now working, current employer and reason for desire to leave must be included. Also give reason for lapse of time where a period of termination of one place of employment does not fit into the next place of employment.

EMPLOYERS NAME & ADDRESS	SUPERVISOR'S NAME	KIND OF WORK	WAGES PER HOUR	DATE STARTED	DATE LEFT	REASON FOR LEAVING

Education

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	COURSE OF STUDY	DID YOU GRADUATE?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Remarks: _____

How much notice would you need if hired before being able to report to work? _____

All mining and construction employees must be 18 years or older. All qualified applicants will receive consideration without regard to age, race, color, religion, sex, physical disability, national origin, or military status.

I agree that any false statement in this application shall be sufficient cause for rejection or dismissal. I hereby grant permission to investigate any of the information included in this application and to submit to medical examination and/or drug and/or alcohol test if required. The use of this blank does not indicate there are positions open and does not in any way obligate Delta Sand and Gravel, Inc.

APPLICANT SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

Interview Yes No Interviewed by: _____ Date: _____ Hour: _____

Result of Interview: _____