



Job Posting: Administrative Assistant - Construction

Salary : \$20 - \$26 / Hr based on experience

Warner Construction Inc. - Boise, ID

About Us

Warner Construction Inc. is a locally owned and growing company specializing in heavy earthmoving, wetlands mitigation, and environmental remediation. We are committed to safety, quality, and efficiency, with ongoing projects including the Micron ID1 Expansion, BSU Stadium improvements, and other major infrastructure developments. Safety is at the core of everything we do, and we are seeking a dedicated Safety Manager to help uphold our commitment to a safe and compliant workplace.

Position: Administrative Assistant

We are seeking a detail-oriented and motivated individual to join our team as Admin Support. This role does not require a degree; however, prior experience in construction and or safety would be beneficial. The primary responsibility of this role will be supporting the safety team with administrative tasks, certification tracking, and employee safety orientation.

Key Responsibilities

- Have a High School Diploma or equivalent and 1-2 years of administrative experience.
- Are highly proficient in MS Office Suite, including Outlook, PowerPoint, and Excel, and are open to learning new technologies to improve efficiency.
- Possess excellent verbal and written communication skills, are multi-task oriented, and can manage tight deadlines with strong organizational skills and attention to detail.
- Establish and maintain department records and files from the safety department and project team members.
- Lead and facilitate employee orientation, ensuring they are well-versed in best practices and hazard awareness.

Qualifications & Skills

Required:

- Proficient with Microsoft Office Suite including but not limited to Word, Excel, PowerPoint, Outlook, and MS Teams.
- Strong communication, leadership, and problem-solving skills.
- Ability to effectively interact with workers and management at all levels.



- Strong organizational skills and possess excellent collaboration with team members.
- Provide clear communication, verbally, written, and electronically.

Preferred:

- Knowledge of OSHA standards, hazard analysis, and risk management.
- General construction knowledge and ability to understand construction terminology and process preferred.

Why Join Warner Construction?

- Be part of a growing, locally owned company with high-profile projects.
- Work in a safety-first environment where your expertise makes a difference.
- Competitive salary, benefits, and career growth opportunities.
- Supportive team culture with a commitment to excellence and innovation.

Company Benefits:

- Medical (co. paid)
 - o Eligible for medical insurance on the first day of the month following 60 days from your date of hire
 - o Dependent coverage available at employee expense
- Dental & Vision, available at employee expense
- 401(k) eligible at 6 months, company match of 6%
- Life Insurance / AD&D (co. paid)
 - o \$25,000 employee
 - o \$5,000 spouse & dependent children.
- Supplemental Life, available at employee expense.
- Paid Time Off, 10 days upon hire (usable after 90 days)
- Paid Holidays
 - o New Year's Day, Labor Day, Independence Day, Thanksgiving Day, Christmas Day

Warner Construction is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.