



Job Posting: Office / Administrative Assistant
Hourly Rate : \$25 - \$32 DOE
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.

Position: Office / Administrative Assistant

The Office Administrative Assistant serves as the first point of contact for visitors and callers, providing exceptional customer service while supporting daily office operations. This role is responsible for managing front desk activities, handling communications, assisting company leadership, and providing administrative support for payroll and other business functions as needed.

Key Responsibilities:

Front Desk & Reception

- Greet and assist visitors, clients, vendors, and employees in a professional and courteous manner.
- Maintain a welcoming and organized reception area.
- Manage incoming and outgoing mail, packages, and deliveries.

Communication & Customer Service

- Answer, screen, and direct incoming phone calls.
- Respond to general inquiries and route requests to the appropriate department.
- Monitor and respond to emails and messages as assigned.
- Provide excellent customer service to both internal and external stakeholders.

Administrative Support

- Provide administrative assistance to company leadership and management team.
- Prepare correspondence, reports, presentations, and other business documents.
- Maintain filing systems and ensure accurate record keeping.

Payroll & HR Support

- Assist with payroll administration, including collecting and organizing timesheets and related documentation.



- Maintain employee records and confidential information.
- Support onboarding paperwork and administrative HR tasks as needed.
- Coordinate with payroll and management to ensure timely and accurate processing.

General Office Operations

- Support day-to-day office functions and special projects.
- Assist with event planning, meetings, and company activities.
- Maintain office organization and ensure operational efficiency.
- Perform other duties as assigned to support business needs.

Qualifications & Skills

Required:

- High school diploma or equivalent required; associate degree preferred.
- Previous administrative, receptionist, or office support experience preferred.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Strong verbal and written communication skills.
- Excellent organizational and multitasking abilities.
- Professional appearance and demeanor.
- Ability to handle confidential information with discretion.
- Strong attention to detail and problem-solving skills.

Desired:

- Customer service oriented.
- Reliable and dependable.
- Ability to work independently and as part of a team.
- Adaptable and willing to assist in multiple areas of the business.
- Strong time management and prioritization skills.

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.