



eldorSM

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Office Admin/Executive Assistant

Eldor Contracting Corp is one of the largest electrical contractors in the Tri-State area, known for its breadth of experience, consistent high quality, and in-depth problem-solving capabilities. The company's primary client base includes the commercial, municipal, and industrial market sectors. Eldor offers end-to-end services encompassing: electrical contracting, value engineering, procurement, construction and renewable energy solutions. The company's proven track record has been demonstrated time and again across diverse projects, from intelligent transportation, smart buildings/controls and lighting to fiber optic, telecommunications, substation construction, infrastructure projects, security, generator, emergency, mass transit, and renewable energy/photovoltaic installations.

Need

Eldor is seeking to hire an Office Administrator/Executive Assistant to work with executive management in undertaking general support work.

The Executive Assistant should have a background working in a dynamic office environment. However, exact experience is not necessary in consideration of other related experience.

Major Responsibilities

- Correspondence
- Scheduling meetings
- Manage office services and material needs
- Phones
- Assist accounting staff

Qualifications

Position Requirements

- Motivated self starter with a positive influence in a team environment.
- Microsoft Office suite applications including Word and Excel

Eldor offers an ethical, challenging, diverse, rewarding and fun work experience where enthusiastic, responsible people use their energy, talent and dedication to contribute to our team in a positive and fulfilling manner.

We provide career growth and development, a competitive compensation and benefits package which includes medical, dental, and vision; tuition reimbursement program; a 401(k) plan with an employer matching program. Eldor is an equal opportunity, drug-free employer committed to diversity in the workplace.

