



## Building and Event Operations Assistant Davis Constructors & Engineers, Inc.

Davis Constructors & Engineers, Inc. currently has an open Building and Event Operations Assistant position in our Anchorage Office. Davis is a company that values hard work and loyalty. We strive for excellence in not only how we deliver our projects but also how we treat our staff. If a career at Davis sounds interesting to you, please read on!

### Job Description:

We are seeking an Assistant who will perform a wide variety of office support, miscellaneous light duty office building maintenance, and perform hospitality duties with Venue Space. We are looking for someone who has a positive and flexible attitude. Must own transportation. Weekends and some split shifts required.

### Qualification and Experience:

- High School Diploma or equivalent.
- Computer skills and some administrative knowledge required
- Experience in the Hospitality field

### Abilities:

- Strong organizational skills
- Strong written, verbal communication skills, including phone skills, the ability to communicate effectively to management in a positive manner.
- Ability to work under pressure and stressful situations with diverse groups and maintain cooperative working relationships with staff, owners, community members and organizations.
- Able to work independently
- Service and client-oriented personality.

### Responsibilities:

- Interface, professionally and positively, with staff and guests.
- Being dependable and punctual is **must**.
- Backup Receptionist Duties.
- Office clean-up/organization of storage areas/stock and clean breakrooms.
- Hospitality duties with regards to Venue Space, customer service.
- General office errands, and assist staff with various projects as needed
- Assist with all company events/ building events and functions, seasonal office decorating
- Outside landscape maintenance/watering/snow removal
- Assist with minor building maintenance and inspections
- Ability to prioritize and know how to deal with several "bosses"
- Performs other responsibilities associated with this position as may be appropriate.

**Other Information:**

Occasionally required to work on a ladder. Frequently lift and/or move up to 35 pounds. Occasionally lift and/or move up to 50 pounds.

40 hours per week. Some evenings and/or weekends required.

EOE & drug free workplace. E-Verify.

Must pass a standard background check

A resume and cover letter may be submitted to [admin@davisconstructors.com](mailto:admin@davisconstructors.com)

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