

1.19.2022

BURLINGTON CONSTRUCTION

Job Title: Part-Time Administrative Assistant

Location: Torrington, CT

\$17-23 per hour (depends on experience)

Burlington Construction Inc, an innovative and highly respected general contractor and construction manager located in Northwestern Connecticut, has a flexible part-time administrative assistant (20-25 hours each week) position available.

The ideal candidate is detail-oriented, has a strong sense of urgency, and an organized self-starter who thrives in a busy team environment. You demonstrate professionalism and poise under pressure and provide exceptional customer service. This role will answer phones, file, and assist with document control including report preparation for CONNDOT and other state and federal regulatory filings. This role also provides general administrative support for our construction management team.

Preferred but not required is general construction contracts knowledge. We look for demonstrated experience using Microsoft Word and EXCEL and at least 2 years of previous administrative support experience.

We are an affirmative action - equal employment opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the United States Armed Forces are encouraged to apply.