



Company: Apex Imaging Services – Construction

Location: Pomona, CA (corporate office) – 100% on-site

Position: Administrative Assistant – Accounts Receivable Dept

Salary: \$45K-\$48K DOE + Discretionary Bonus + Benefits

COMPANY OVERVIEW:

Apex Imaging Services is a complete solution provider for multi-site rollouts of any remodel, refresh, or tech integration program for the retail, restaurant, hospitality, and petroleum industries.

JOB OVERVIEW:

Apex Imaging Services is seeking an experienced administrative assistant to join our growing Finance & Accounting team. The Administrative Assistant will report to the Accounting Manager and will work closely with our vendors, project management team and accounting team. This role will be responsible for general front desk duties and assisting with subcontractors compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate or prepare Pay Applications, Certificates of Insurance, Letters of Authorizations, and Lien Waivers
- Responsible for new vendor onboarding
- Assist in filing annual business and state license renewals
- Assist in bonds, prelims, and permits
- Issue purchase orders
- Liaise with employees regarding per diem
- Assist with front office duties, such as answering calls, greeting visitors, assisting with Fedex deliveries, and ordering supplies
- Support Accounting and Finance: Collaborate with other members of the accounting and finance team as well as management, project managers and project coordinators

KNOWLEDGE AND SKILLS REQUIRED:

- 3-5 years of experience in an administrative assistant role
- Knowledge of Microsoft Office, with intermediate Excel skills
- Experience working in construction industry a plus

- Experience with Sage 100 contractor a plus
- Detailed oriented and a desire to always keep improving
- Ability to meet deadlines and multi-task within a fast-paced environment
- Ability to learn, contribute and thrive in a fast-growing, fast-paced environment
- Effective verbal, written, and interpersonal communication skills
- Self-starter and entrepreneurial spirit with hands-on approach towards business
- Ability to prioritize workload
- 10-key by touch

BENEFITS:

- Medical, Vision and Dental plans
- Paid Holidays and vacation
- 401(k) plan with company contribution
- 8 hours paid volunteer time
- Schedule M-F 8 am to 4 pm
- On-site gym

Please submit your application on our website:

1. Go to <https://apeximagingservices.com/career-app>
2. Complete the application form online or download the PDF version and email to hr@apeximagingservices.com.
3. Our team will reach out to you after we review your application, thank you.