



Seeking Administrative Assistant

At **JRP Design & Remodel** we strive to provide our clients with an exceptional remodel service. Since 2001, our experienced, professional staff of designers, architects, project managers, and our interactive design center has provided a remodel experience that is unequaled. If you'd like a rewarding position with an organization that promotes a strong work-life balance, respect among its employees, excellent benefits, and is a fun place to work, we'd love to talk to you.

WHO WE ARE:

In 2001 JRP Design & Remodel began as a kitchen and bath contractor. Over the years, Justin Pecikonis and his wife, Lori Lynn Pecikonis, have grown JRP into one of the finest and most reputable design-build firms within the Conejo Valley. We continue to build the company on consistent communication, client focus, and trust. Unified in our mission, JRP Design & Remodel prides itself in providing our clients with cutting edge design, superior craftsmanship, and an exceptional remodeling service that is unparalleled. Our client first focus has proven itself through our consistent high record of both repeat customers and client referrals. Our consistent reputation in customer satisfaction has played a key role in establishing JRP Design & Remodel as a leading Conejo Valley remodeling and design-build firm.

HOW YOU CAN HELP:

JRP is seeking an outgoing, self-starter to join our team as an **Administrative Assistant**. This person will provide high-level organizational and administrative support to company executives. They will conduct research, prepare statistical reports, and handle information requests. They should possess a pleasant personality with strong interpersonal skills, as this is also a customer service role. An administrative assistant will perform clerical duties such as, preparing correspondence, receiving guests, arranging conference calls, and scheduling meetings. As a high-level administrative role, they may also be required to train and supervise lower-level clerical staff.

WHAT YOU WILL NEED:

- 2+ Years of administrative experience or equivalent education
- High School Diploma or GED (*Degree preferred, not required*)
- Proficient in MS Office - primarily Excel, Word, and Outlook
- Strong organizational and communication skills
- Exceptional customer service and interpersonal skills
- Ability to work in face-paced work environment



HOW WE CAN HELP YOU:

At JRP, our employee's health and happiness is a top priority. We offer a great work environment and excellent benefits.

Our Perks Include:

- Fun & Rewarding place to work
- Great Benefits Package - Including Medical & IRA
- Paid Vacation and Sick Time
- Competitive Pay
- Employee Events and Parties



HOW TO JOIN OUR TEAM:

If you are interested and you meet the above qualifications, we'd love to learn about you! Please submit a cover letter, resume, and portfolio to: hr@jrpdesignandremodel.com