

Times Vedette

<https://gctimesnews.com/job/general-office-support-role-at-iowa-trenchless/>

General Office Support

Qualifications

Experience in a Construction-specific environment is helpful. Knowledge of construction Payroll, Certified Payroll, and Human Resources including onboarding new employees, benefits and insurance administration, managing travel arrangements for crews and office reception duties is a plus.

The ideal candidate will be organized, detail oriented, self-motivated, and have a positive personality.

Job Benefits

Excellent employee benefits including competitive wages, 401K with company match, 100% paid employee health insurance, and a casual work environment.

Contacts

Please call 641-755-4692 for information or mail your resume to PO Box 846, Panora, IA 50216. AA/EEO

Hiring organization

Iowa Trenchless

Date posted

April 15, 2025

Valid through

15.05.2025