

BILL CARR SURVEYS, INC.

<https://billcarrsurveys.com/job/office-assistant/>

OFFICE ASSISTANT

Description

Join Bill Carr Surveys

Bill Carr Surveys, Inc. is seeking a detail-oriented, dependable Office Assistant to support the CFO with daily administrative and compliance operations. This role is a great fit for someone who enjoys staying organized, following through on details, and helping both office and field teams keep projects moving smoothly.

What You'll Do

General Administrative Support

- Perform data entry, filing, faxing, and scanning.
- Prepare preliminary notices.
- Assist with business license applications and renewals.
- Maintain and update the executed contracts list.
- Review and organize timecards for payroll and billing processing.
- Prepare safety binders and vehicle maintenance logs.

Project Compliance Support

- Prepare and submit certified payroll reports for various projects.
- Complete and upload project start-up and ongoing compliance paperwork to third-party compliance platforms, government portals, and clients.
- Assist with internal compliance audit reports for the CFO.
- Assist with union dispatch.
- Update compliance lists with project requirements.

Accounts Receivable & Office Support

- Assist the Project Accountant with collection notices by email and mail.
- Prepare ad hoc reports as requested by the CFO.
- Provide general administrative support to different departments.

What We're Looking For

- High school diploma or equivalent required; associate degree preferred.
- Administrative experience.
- Comfortable with accurate, high-volume data entry.
- Working knowledge of Microsoft Office, including Word, Excel, and Outlook.
- Strong organizational and multitasking skills.
- Excellent communication and follow-up skills.
- High attention to detail and the ability to meet deadlines.

Compensation & Benefits

- \$25.00 per hour.
- \$12.50 biweekly cell phone stipend.
- Paid Time Off.
- 401(k).
- Employee Stock Ownership Plan (ESOP).
- Medical and dental benefits.

READY TO APPLY?

Send your resume to careers@billcarrsurveys.com

Hiring organization

Bill Carr Surveys

Employment Type

Part-time

Working Hours

Monday-Friday | 9:00 a.m.-3:00 p.m.

Date posted

September 3, 2026