

Help Wanted

Building Environmental Systems, a small, congenial commercial construction company located in Canton, is looking for a part-time Construction Administrator. The hours are Monday-Friday, 1 – 4. The following are the main responsibilities:

Establishing vendor accounts, purchasing, verify invoices, OSHA postings, compliance and preparation of logs/reports, annual posting, Respond to inquiries from business clients, vendors, subcontractors, and employees, general office administration, website maintenance, routine reports, mail, filing, phones, etc, Degree required in construction management or closely related. Internships available,. If you are interested in this position, please respond directly to lripscomb@buildingenvironmentalsystems.com.