



Example of Field Assistant Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of field assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for field assistant

- Assist the agency manager to run an efficient office and establish office procedures, while supporting the agents in the district
- Serve as assistant to Agency Manager in completion of basic recruiting reporting, tracking and archival functions, meeting planning and preparation, appointment setting and duties which support new account growth, production, and retention
- Travel between one to three job sites
- Track and report the status of jobs on each job site
- Working directly with vendors, customers, and colleagues in the field on construction sites
- Schedule work orders for job sites
- Check work and ensure proper compliance and workmanship are being done
- May also be responsible for general clerical and administrative functions
- Performs a variety of office administration duties - including preparing correspondence reports, volunteer vouchers, data entry, scheduling meetings, and general filing
- Provides support for financial transactions in all aspects of the station operations, including reporting data to national headquarters

Qualifications for field assistant

- Must have proficient writing skills to take meeting minutes, draft letters, and type documents drafted by others

- Must be a top notch admin
- This project requires a higher-tier individual
- Organize project documents such as drawings, security badges, etc...
- Good verbal and written communication skills, professional attire