



JCG Land Services provides a full spectrum of right of way services for utility companies and public agencies. We are looking to hire a full-time Administrative Assistant in our corporate office in Nevada, Iowa.

This non-exempt position is in-person, Monday – Friday, 8AM – 5PM.

The successful candidate will be dependable and have a professional and positive attitude with a strong work ethic; excellent verbal and written communication skills; and the flexibility to work both with a team or independently.

Compensation: \$18.00 - \$22.00; commensurate with experience.

Responsibilities include:

- Acting as a liaison with other office staff and outside contacts
- Answering phones and greeting walk-in guests
- Preparing correspondence and memos to support staff
- Performing general clerical duties including copying, faxing, and filing
- Maintaining and ordering office supplies
- Sorting and distributing mail and preparing items for shipment by other couriers
- Scheduling and organizing activities such as meetings, conferences, and travel
- Establishing, developing, maintaining the filing system, updating it as needed to reflect the changing needs of the office
- Arranging for repair and maintenance of office equipment
- Supporting staff with assigned project-based work
- Recommending changes in office practices or procedures
- Working independently and within a team on special, non-recurring projects
- Typing and designing general correspondences, memos, charts, graphs, business plans, etc.
- Tracking staff members' real estate licenses and notary expiration dates

Qualifications/Experience:

- High school diploma or equivalent (required).
- Minimum of one year of administrative experience with applicable responsibilities
- Effective communication and problem-solving skills.
- Attention to detail and commitment to accuracy.
- Valid driver's license and reliable transportation.

CORPORATE

1715 South G Avenue

Nevada, Iowa 50201

515-382-1698

jcglnd.com

Urbandale, Iowa

Leon, Iowa

Cedar Rapids, Iowa

Madison, Wisconsin






Why JCG?

JCG Land Services offers growth opportunities, a casual work environment and a generous benefits package including paid time off, health insurance, professional development, company matched retirement and more!

If you are interested in applying for an employment opportunity please send your resume to our Human Resources department at lisa.packer@jcglan.com

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