



1155 CENTRE DR.
AUBURN HILLS, MI 48326

(248) 852-6465
www.RHCG.biz

Administration/Estimating Assistant Job Description

Overview: Position is full time assisting both the office manager and estimators with billing, bookkeeping, submittal/document processing, and estimating.

Administration Responsibilities:

- Entering accounts payable invoices into accounting software (Sage 100)
- Filing paperwork into job specific binders
- Entering accounts receivable checks into Sage 100
- Writing bank deposit slips
- Printing financial reports (Sage 100)
- Cutting payables checks as directed (Sage 100)
- Preparing monthly billings including waivers and sworn statements
- Entering payroll

Estimating Responsibilities:

- Creating job binders for new projects
- Preparing submittal items and delivering to general contractors
- Monitor submittals
- Assist estimators with larger projects as requested
- Prepare estimates for small projects and service work

Rochester Hills Contract Glazing has been in business for 28 years, providing windows, storefronts, curtainwalls, and doors to commercial, industrial, educational, and religious sectors. Our goal in hiring an admin/estimating assistant is to alleviate the project manager and estimators of time-consuming tasks while training an individual to become a project manager/estimator in the future.

Applicants must have a valid driver's license, be able to pass a background check, and be willing to become a notary public.

Please send resume to ahicks@rhcg.biz and spadgett@rhcg.biz.