

OFFICE ADMINISTRATOR/ PROJECT SPECIALIST RESPONSIBILITIES:

MORRIS, ILLINOIS

Supports regional operations by maintaining processes related to office, field and personnel.

Duties include but are not limited to: Administrative support of the Regional Construction Manager, payroll support, AR and AP support, production reporting, process development, and more.

Position will report to our Corporate Operations Specialist

Position location: Morris, Illinois

Please send resume to:

smudd@rlmunderground.com

www.RLMUS.com

