

Administrative Specialist

Leading commercial masonry and specialty contractor in the Washington DC metropolitan region is seeking an Administrative Specialist. This position is anticipated to be 24-28 hours per week with reasonably flexible days and hours, and will primarily focus on -

- Employee insurance enrollment, questions and coordination with the Health Insurance Manager and insurance companies.
- Confirm employee coverages with payroll deductions and medical/dental premium invoices.
- Corporate insurance claims and tracking (Workers Compensation and Business Auto).
- Assist projects with medical facility information and obtaining accident reports.
- Assist CFO in obtaining information for Employee Benefit and Corporate Insurance renewals.
- Additional tasks as required, and as time allows.

Attributes for position include being detail-oriented with strong organization and communication skills. Bilingual (Spanish) ability strongly desired but not required. Benefits and insurance administration experience a plus.

Salary/hourly wage commensurate with experience. Benefits include participation in ESOP trust retirement plans based on eligibility/annual hours, and voluntary 401K plan.

Potential for full-time position with ability to perform additional HR, Workforce Development and administrative tasks.

Please reply with resume to:

Bruce Spengler (bspengler@calvertmasonry.com)

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