



Titan is a leading national electrical contractor with locations in Florida, Illinois, Georgia, and Texas. Titan maintains a strong reputation as a leading high-quality, customer-centric service provider which has resulted in strong financial growth since its inception in 2003. As a result, the company has become a trusted partner to its customers and suppliers and has established a proven track record of year-over-year growth. The company has significant opportunities to further penetrate its existing markets and expand into other geographies and service lines.

Office Administrator

Position Summary:

Responsible for administrative functions of the Titan Electric Georgia front office.

Major Responsibilities:

- Greet visitors
- Answering incoming calls; taking messages re-directing calls promptly
- Preparing a daily report of field attendance
- Scheduling deliveries to jobsites
- Keep databases updated regularly
- Tracking of employee vacation and time off request
- Manage emails, letters, packages, and other forms of correspondence
- Maintain office efficiency
- Maintain office supply inventory
- Assist colleagues with miscellaneous projects as needed

Requirements:

- Previous front office experience
- Excellent verbal and written communication skills
- Time management/ability to multitask/deadline oriented
- Proficient with Microsoft Office Suite
- Friendly and positive attitude
- Self-starter

Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.