



<https://starrgeneral.com/job/experienced-secretary/>

Experienced Secretary

Description

As the central point of contact for our general contracting firm, the Experienced Secretary manages the daily administrative operations that keep our construction projects moving forward. This role requires a professional who can seamlessly bridge the gap between the field and the office, ensuring that clients, subcontractors, and project managers stay aligned.

Responsibilities

Responsible for handling incoming customer calls, scheduling services, onboarding customers for new projects, and general clerical duties. Applicants must be able to work in a fast-paced, demanding environment with strong multitasking and problem-solving skills.

Hiring organization

Starr General Contracting

Employment Type

Full-time

Job Location

3017 Delsea Drive, 08322,
Franklinville, NJ, USA

Date posted

March 23, 2026