MONTEREY MECHANICAL CO.
8275 SAN LEANDRO STREET | OAKLAND, CA 94621 | P: (510) 632-3173 | F: (510) 632-0732

General Engineering Assistant

Location: **On-site**
Job type: **Full-time**
Division: **General Engineering**

About Us:
Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately $100 million with approximately 80% construction, 15% HVAC and metal fabrication and 5% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees with the opportunity for career advancement and a great place to work. We are family-oriented and highly value the expertise and experience of our team.

Why Monterey Mechanical:
- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

Position Overview:

The GE Assistant provides administrative, operational, and project support to the GE Division Manager. This position plays a key role in coordinating office activities, maintaining workflow procedures, supporting project documentation and billing processes, and leading department recruiting efforts.

Key Responsibilities:
- Develop standard operating procedures (SOP) in conjunction with the Division Manager and maintain company process workflows in the Training Center within the project management system.
- Develop, maintain, and coordinate training resources to support consistent procedures and seamless transitions when employees change job assignments.
- Lead recruiting efforts in coordination with the Division Manager, including supporting candidate tracking, interview scheduling, communication, and onboarding preparation.
- Maintain accurate project files, including subcontracts, purchase orders, vendor information, correspondence, general project information, and other business transactions in the project management system.
- Monitor invoice activity in the accounts payable system and follow up with the appropriate Project Manager when backup documentation is missing or incomplete.
- Work with Office Managers to prepare monthly reports required for Work in Progress (WIP) review, including verification of contract values for relevant projects.
- Assist the Division Manager and Project Managers with preparation of monthly billings and entry into the accounts receivable system.

- Assist the Division Manager and Project Managers with preparation, filing, and distribution of documents such as subcontracts, major purchase orders, and daily extra work reports.
- Prepare correspondence, reports, forms, and other documents for Division Manager review and approval.
- Prepare and process administrative paperwork for newly hired and terminated employees in accordance with company procedures.
- Review updates to the project management system and assist with implementation, communication, and training when appropriate.
- Support special projects, and ad-hoc assignments as directed by the Division Manager.
- Perform other duties as assigned.

Qualifications:

- Minimum of five years of office experience and/or training in office procedures, administrative operations, or construction office support.
- Experience managing or coordinating the work of a small team of at least two people.
- Proficiency in Microsoft Office 365, including Outlook, Word, Excel, and Teams.
- Proficiency in Procore or similar project management software desired but not required.
- Strong interpersonal, organizational, written communication, and verbal communication skills.
- Ability to establish and maintain cooperative, ongoing working relationships with supervisors, co-workers, field staff, vendors, and business associates.
- Ability to work independently, exercise discretion, prioritize effectively, and manage multiple deadlines with accuracy.

Salary Range:
$75,000 to $90,000 Annually
Pay may vary based upon relevant experience, skills, location, and education among other factors.

How to Apply:
Email your resume to hr@montmech.com.

Security Advisory: Your Personal Data Privacy
Any personal information you provide Monterey Mechanical Co. will be absolutely confidential. Any emails from Monterey Mechanical Co. team members will originate from an @montmech.com email address. If you encounter anything that raises suspicions during your interactions, we encourage you to exercise caution and suspend or discontinue communications.

Notice To Third Party Agencies

Please note that Monterey Mechanical Co. does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, Monterey Mechanical Co. will not consider or agree to payment of any referral compensation or recruiter fee. If a recruiter or agency submits a resume or candidate without a previously signed agreement, Monterey Mechanical Co. explicitly reserves the right to pursue and hire said candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to the HR department, are deemed to be the property of Monterey Mechanical Co.

Equal Opportunity Employer
Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.