



Administrative Assistant

BD Construction, Inc./Kearney is looking for an Administrative Assistant who brings warmth, reliability, and a knack for keeping things running smoothly. This is a role that touches nearly every corner of our Kearney headquarters — from greeting visitors and answering phones to supporting accounting, onboarding new hires, and keeping our team organized behind the scenes.

If you thrive in a role where no two days look exactly alike and you genuinely enjoy being the person people turn to, this is the position for you.

Abilities

A successful candidate in this role is someone who has accounting skills, HR Skillsgood communication skills with a positive attitude, enjoys making a contribution, can be trusted with confidential information and works well in a team environment. Must be organized, detail oriented, meet strict deadlines and be accountable.

Office Manager/Accounts Payable Job Duties

Front Desk & Office Operations

- Serve as the first point of contact for all incoming calls, visitors, and deliveries — screening and routing them appropriately
- Receive, sort, and distribute incoming mail and packages; make post office runs as needed
- Maintain a welcoming and professional lobby, conference rooms, and common areas
- Monitor and replenish office and printer supplies; coordinate with vendors for equipment service
- Maintain building key log and coordinate exercise room access forms

HR & Onboarding Support

- Coordinate the new hire onboarding process, including assembling and distributing new hire packets (I-9, W-4, direct deposit, handbook, safety materials, and more)
- Complete E-Verify and Nebraska New Hire Reporting for all new employees
- Assist with insurance enrollment for new hires, track 30-day deadlines
- Process employee termination insurance forms and coordinate with carriers
- Conduct annual driver history checks

- Screen incoming job applications and route to the appropriate manager; coordinate interview scheduling
- Help maintain employee contact lists and emergency contact records

Accounting & Compliance Assistance

- Print, review, and distribute weekly timesheets and prepare for payroll processor and accounting
- Stuff and distribute bi-weekly paychecks and assist with AP check processing when needed
- Receive and process incoming checks: notify appropriate staff, copy check and deposit slip, prepare for bank deposit
- Scan and index Lien Waivers, Certificates of Insurance (COIs), and W-9s into P-Vault; update records in Sage (Accounts Payable and Subcontractor Compliance)
- Review insurance invoices for accuracy; prepare copies for the accounting team
- Maintain and update annual folders for credit card statements and vendor files

Project & Team Support

- Set up new job labels and filing for project managers; pull and box completed job files
- Scan and index project closeout documents; coordinate mailing and return filing
- Coordinate UPS shipments
- Reserve meeting space and coordinate lunch orders for meetings
- Assist the marketing team and other staff members with special projects as requested
- Maintain and update company forms and inventory control documents
- Ensure OSHA 300 log is current and OSHA posters are posted and up to date annually

Office Manager/Accounts Payable Skills and Qualifications

- Prior experience in a receptionist, administrative assistant, or office coordinator role
- Some HR exposure — experience with onboarding paperwork, I-9s, new hire processes, or benefits enrollment is a strong plus
- A calm, professional presence on the phone and in person; you're comfortable being the face of the company
- Highly organized, with the ability to manage competing priorities and shift gears without losing track of the details
- Discretion and good judgment when handling confidential employee or financial information
- Proficiency in Microsoft Office Suite; comfort learning internal systems such as Sage and P-Vault
- A team-first mindset — you're someone who notices what needs to be done and does it

Experience and Education

- Experience in office management, human resources and/or accounts payable.