



Careers at Greystone | Open Opportunity

Office Coordinator/ Receptionist

Who is Greystone Construction?

Greystone Construction is client-focused general contractor offering design-build and general construction services to the commercial, industrial, and agribusiness industries. Founded in 1987, Greystone has Midwest roots and a national reach.

At Greystone, every member of our team is a leader. From our craft professionals to our executives, all team members are empowered to act with purpose and integrity while striving for success in everything we do.

Join the Greystone team! We're big enough to matter and small enough that YOU matter!

What we're looking for

The Office Coordinator/Receptionist is a critical position that provides a high-level administrative support to the organization on a wide range of complex administrative and clerical support responsibilities. In addition, this role is the first point of contact for visitors and is responsible for the operational effectiveness of the office environment.

Major expectations & accountabilities

- Uphold Greystone's Values and contribute to Greystone's culture of service, teamwork, and continual improvement.
- Responsible for the administration of office related services, such as cleaners, floor mat/rag supplier, mail machine and supplies, printers and supplies, and misc. pop/water/coffee orders.
- Provide direct administrative support as needed to the company's Executive staff (Human Resources, Safety, Sales, and Marketing).

Greystone Construction is an equal opportunity employer/contractor.

WEBSITE GreystoneConstruction.com | PHONE 952-496-2227 | TOLL-FREE 888-742-6837

- Maintains office supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items and delivering supplies to workstations.
- Assists in maintaining and updating the company SharePoint and Smartsheet lists, such as the employee contact list and birthday calendar.

What you'll need to be successful

- Three (3) years or more of experience in a similar role.
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines.
- Working knowledge of appropriate business software, such as Microsoft 365 - Excel, Word, Outlook, SharePoint, and Teams.

Qualifications that can set you apart

- Five (5) plus years' years' experience or more of experience in a similar role.
- Experience working with sensitive and confidential information.
- A passion for event planning and driving employee engagement in a workplace environment.
- Strong work ethic, decisive, ambitious, with an unwavering commitment to quality and professional work.

Our total rewards

- Up to 100% company paid health insurance for our team members.
- Safety training and professional development opportunities.
- Annual discretionary profit-sharing contribution to the 401k.
- 401(k) match 25% of employee contribution up to 8% of your annual wages.

Why Greystone?

- We value Safety, Teamwork, Relationships, Integrity, Versatility, and Excellence above all else.
- We embrace diversity, equity, and inclusion - acknowledging, valuing, and leveraging the unique experiences and perspectives of our team members.

Greystone Construction is an equal opportunity employer/contractor.

WEBSITE GreystoneConstruction.com | PHONE 952-496-2227 | TOLL-FREE 888-742-6837

- Our vision is to continue to grow as a market leader, enrich the lives of our team members, and foster an inclusive environment in every regard.
- Our purpose, mission, and vision are not possible without the right people, and we are committed to fostering an inclusive, engaging, and rewarding environment for our team members.
- Greystone has a total rewards philosophy which encompasses compensation, benefits, work-life effectiveness, recognition, performance management, and talent development.

How to apply

Fill out the form linked here:

- [Apply to work at Greystone Construction](#)

Greystone Construction is an equal opportunity employer/contractor.

WEBSITE GreystoneConstruction.com | PHONE 952-496-2227 | TOLL-FREE 888-742-6837