Job Title Edit

Payroll and Contracts Administrator

Company Edit

Coastwide Environmental Technologies, Inc.

Job location Edit

170 2nd Street
Watsonville, CA 95076

Visible on job post: Yes
Remote work allowed: No

Advertising location
Watsonville, CA 95076

Pay and Benefits Edit

$25.00 - $30.00 per hour

Benefits: 401(k), Dental insurance, Health insurance, Paid time off, Vision insurance

Job Type Edit

Full-time

Job Description Edit

Our well established Watsonville commercial construction specialty contractor company seeks a reliable, organized Payroll and Projects Contracts Administrator to perform the day-to-day duties to administer our payroll, contracts and insurance department. This position is full time. The successful applicant will have a positive attitude, a desire to

work as efficiently as possible, excellent communication skills and manage multiple tasks at once without becoming overwhelmed. If you have worked in a fast-paced construction office in the past and have strong organizational skills we're excited to talk with you. We are seeking someone who has prior experience working for a construction public works company administrating all aspects of a payroll department, experience with subcontracts and insurance. Prior payroll experience with a public works construction company is required. Applicant should be willing to learn and continue to learn and grow with the company. Bilingual (English/Spanish) a plus.

Work Experience:

Proven work experience in payroll/payroll administration

Knowledge of Construction Public Works (DIR) and Certified Payroll

Prior experience with Microsoft Office, Word, Excel and Google Suite

10- Key by touch

Strong people and communication skills

American Contractor accounting system experience a plus
Complies with all recommended COVID-19 precautions.

Applicant Qualifications Edit

You have requested that Indeed ask candidates the following questions:

- How many years of Payroll experience do you have?
- How many years of Accounting experience do you have?
- What is the highest level of education you have completed?

Language Edit

English

Expected Hiring Date Edit

1 to 3 days

Hires Needed Edit

1

Schedule Edit

8 hour shift

Application Settings Edit

Apply method: **Email**
Send updates to: **lisa@coastwide.net**
Employer Assist: **Off**

Do you want applicants to submit a resume? **Yes**
Do you want to let applicants start the conversation? **No**

Selected Assessment Types Edit

No assessments will be sent.

Job Budget Edit

$23.00 per application

By clicking "Confirm", you agree to candidates appearing in your dashboard based on the preferences you've selected above. You also agree to our Indeed Terms of Service.

Confirm

View Preview

Cancel

Products – Resources – FAQ – Blog

©2021 Indeed - Cookies, Privacy and Terms - Do Not Sell My Personal Information - Contact