



MOUNTAIN MOVER FACADES
www.MountainMoverFacades.com

Roles and Responsibilities

Job Title: Administrative Assistant

Department: Administration

Location: DFW

Role Type: Full Time

Job Summary: The Administrative Assistant provides support to the office and field teams of Mountain Mover Facades. As a bilingual professional fluent in both English and Spanish, this individual plays a vital role in ensuring communication with our diverse teams. Live out our “PVC” everyday all the time.

Key Responsibilities:

1. Bilingual Communications
 - a. Translate written documents, emails and other communications from English to Spanish and vice versa.
 - b. Assist in coordinating meetings and facilitating conversations.
 - c. Serve as the primary point of contact for Spanish speaking potential employees
2. General Admin Task.
 - a. Answer phones, schedule appointments
 - b. Ensure that the office is well maintained, organized, and stocked with necessary supplies.
 - c. Believe in the “PVC”
3. Team Support
 - a. Assist with the HR running times reports.
 - b. Proficient in Microsoft office suite (Word, Excel, Powerpoint)