



QUALITY CONTROL ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

Earle is seeking a detail-oriented **Quality Control Administrative Assistant** to support our Quality Control department at our Wall, NJ office. This part-time role will assist with administrative tasks related to quality documentation, reporting, and coordination between field teams, laboratories, and project management.

The ideal candidate is organized, dependable, and comfortable working in a fast-paced construction environment.

ESSENTIAL JOB FUNCTIONS:

- ☒ Assist the Quality Control team with daily administrative tasks
- ☒ Organize and maintain QC documentation, reports, and testing records
- ☒ Enter and track quality control data in company systems and spreadsheets
- ☒ Coordinate communication between QC staff, project teams, and laboratories
- ☒ Assist with preparing project documentation and reports
- ☒ Maintain organized digital and physical filing systems
- ☒ Support scheduling and tracking of testing and inspections
- ☒ Assist with compiling project closeout documentation when needed

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- ☒ Strong organizational and administrative skills
- ☒ Proficiency in Microsoft Office (Excel, Word, Outlook)
- ☒ Ability to manage multiple tasks and meet deadlines
- ☒ Strong attention to detail and accuracy
- ☒ Excellent communication and teamwork skills
- ☒ Prior administrative or construction industry experience is a plus but not required

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans

- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.