Job post summary

Date posted: January 29, 2026
Pay: $18.00 - $23.00 per hour
Job description:
Description:
Burski Excavating, Inc. (located in Rice, MN) is seeking a highly motivated candidate to provide administrative support for a full range of office duties and data management in a multiple-company setting. The ideal candidate should possess strong written and verbal communication skills while working in a fast-paced dynamic environment. Attention to detail to perform functions efficiently and accurately with a high level of organizational skills is necessary. Candidate must be proficient in MS Office (Excel & Word). Knowledge of Sage 100 is beneficial but not required.
Responsibilities:

- Punctual & ready to work at the start of your day
- Greeting customers and visitors as first point of contact
- Answering phones, screening, and directing calls
- Multitasking and prioritizing while handling multiple interruptions throughout the day
- Running daily errands-mail, bank, etc...
- Providing administrative and clerical support to staff and assists with the day-to-day business activities
- Assisting in accounting tasks such as matching checks to invoices, filing paid invoices, collecting & clearing lien waivers, creating misc. invoices and general proposals
- Organizing and maintaining office files & supplies
- Have the ability to manage workload in a fast-paced environment
- Other duties may be assigned

Qualifications:

- HS Graduate or equivalent required, with 2+ years of post HS training or administrative support experience
- Proficiency in MS Office (Excel & Word)
- Must be self-motivated and possess strong ability to multi-task
- Strong customer service and communication skills
- Professional attitude and ability to work with sensitive information and maintain confidentiality

Job Type: Full-time
Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Application Question(s):

- Please Briefly describe your office experience.
- Please briefly describe your experience/level with excel.

Education:

- High school or equivalent (Preferred)

Work Location: In person