



Job Opening Announcement

**Job Title: Equipment Shop Office Assistant**

Location: Gambrills, MD

**Job Description:**

Reliable Contracting Co., Inc., a large construction company, has an opening for an Office Assistant at the Equipment Shop in Millersville, MD. This shop is responsible for maintaining a large fleet of heavy construction equipment, including CAT and Volvo.

**SUMMARY OF POSITION:**

- This position will be responsible but not limited to the following: data entry, creating purchase orders, updating parts inventory, entering and reviewing payroll information, and assisting the shop manager with daily tasks.
- This job requires strong computer skills in conjunction with a solid knowledge base of construction equipment and equipment parts.
- Must have the desire to deliver the Education and/or Experience.
- Three years' experience in dealership parts counter and/or inventory management is a must.
- Should have strong product knowledge of construction equipment and aggregate crushing, screening, and conveying equipment.
- The office for this position is located in the center of a busy mechanic shop. The successful applicant will have the ability to focus and work productively in a sometimes loud environment. This position is exposed to work near moving mechanical parts, hazardous materials, fumes, airborne particles and moderate noise levels. Appropriate PPE gear must be worn as required. This office receives a high call volume.

**COMPUTER SKILLS:** To perform this job successfully, an individual must be proficient utilizing computers including Microsoft Windows, Microsoft Office Suite, Microsoft Internet Explorer and general laptop or desktop computer use. Should have strong knowledge of inventory control software and DMS type systems.

**Benefits:**

Our company offers competitive pay along with a complete benefit package including weekly pay with direct deposit; health, dental and vision insurance; profit sharing and 401(k); and much more.

**How to Apply:**

To be considered for this position, please visit in person either office to complete a Reliable Contracting Co., Inc. employment application. While resumes are helpful, only our official application is used as a means applying.

**Gambrills**

2410 Evergreen Road,  
Suite 200  
Gambrills, MD 21054  
Tel: 410-987-0313  
Hours: Monday - Friday:  
7:30 am – 4:30 pm

**White Plains**

10315 Theodore Green Blvd  
White Plains, MD 20695  
Tel: 301-645-2725  
Hours: Monday - Friday:  
8:00 am – 3:30 pm

**Contact Human  
Resources for more  
information on benefits  
and the application  
process.**

410-987-0313  
HR@ReliableContracting.com

**JOB REQUIREMENTS:**

- The successful candidate will have 3 years prior related experience.
- Possess excellent communication and organizational skills.
- High School Diploma or Equivalent
- *Must have a valid U.S. Driver's License and own transportation to work.*
- ***Reliable is an Equal Opportunity Employer - Women and Veterans are welcome and encouraged to apply.***
- *Reliable Contracting is a drug free company. Applicants will be required to take a post-hire drug screen and physical exam if offered a position.*
- *Minimum age requirement is 18.*

Resumes can be emailed to [HR@ReliableContracting.com](mailto:HR@ReliableContracting.com) or faxed to 410-721-2571.