

ADMINISTRATIVE ASSISTANT FOR DIBARA MASONRY



DiBara Masonry is a fourth-generation company run by Michael Larusso and Matteo DiBara. They specialize in repairs, restorations, and new installations of stone, block, brick, concrete, and pavers. The DiBara Masonry team is looking for a passionate General Admin Assistant to support their team.

As an administrative assistant for DiBara Masonry, you will assist the team with various admin tasks across operations and account management. We're looking for a team player who is VERY detail-oriented, organized and efficient. Someone who enjoys working across a team and has demonstrated great collaboration and communication skills.

The admin assistant tasks include, but are not limited to, data entry, podcast research, reporting, organizing files, email and calendar management, drafting documents, etc. Ultimately, you will contribute to the efficiency of the business by providing personalized and timely support.

Our ideal candidate is...

Proactive - This role will be responsible for facilitating necessary communication to the company executives. It is imperative that the candidate initiates conversations and tasks rather than waiting to be assigned to them.

A Team Player - You are willing to become familiar with who we are and what we strive to do. This role will be highly collaborative and the successful candidate must possess excellent communication, organizational, and people skills, with close attention to details.

Detail-oriented - You're meticulous with detail, organized, process-oriented, and have a great hold with project management. You will be responsible for managing important data and files so it is imperative that you have experience paying extreme attention to detail.



Strong Written English - You will be in charge of managing the inbox, drafting documents and proposals, and communicating information back to the team. A strong command of English will be vital in this role to ensure our team has a great collaborative relationship and we maintain good relationships with our clients.

Comfortable with technology - You're computer savvy and both able and willing to learn new software tools as we adopt them. Previous experience with Monday.com is a plus.

Reliable - You have good time management skills and deliver tasks on time. Daily, weekly and monthly tasks will be clearly defined but it will be your responsibility to manage your time effectively to complete your tasks. A can-do attitude is a quality we are looking for in this role.

Other skills that are a plus:

- Inbox Management
- Project Management
- Canva (basic graphic design, editing, and branding)
- Personal Scheduling
- Research

Job Details:

- Full-time role with a three month trial period; NO MOONLIGHTING.
- Remote Role
- 40 hours per week
- 8 hours a day; Monday to Friday

Job Requirements:

- Must have daily access to high-speed internet access, a smartphone, and a computer.
- Comfortable learning new online software (if not familiar with some of the above)
- Highly organized and task-oriented.
- Extremely timely with delivery of tasks.
- Ability to gain familiarity with our programs and philosophy is a must.
- The ability to communicate and work with our team members.
- The ability to grow with our team and the dynamic nature of our work.

Your Compensation and Perks:



- Competitive pay (hourly wage work).
- 13th-month pay included.
- Increase and build your skill set in operations, customer service and marketing.
- Be part of a dynamic team and a growing company!

HOW TO APPLY:

Send an email with the subject line “DiBara Masonry Admin Assistant” to hr@successwise.com with your resume/CV and a short video introducing yourself. To be considered, send your application no later than Friday, April 02.

In the video, include your background and tell us about why you think you’d be a good addition to the DiBara Masonry team.

NEXT STEPS:

If you’re a fit, we’ll send you a Content Task to perform. Please complete accordingly. If we like what you’ve done, we’ll follow up with a Zoom interview.