

Job Description – Virtual Assistant

Location: Remote

Company: Lone Star Civil LLC – AABE, ESBE, MBE, SBE, HUB Certified General Contractor

About Us

Lone Star Civil is a fast-growing general contractor specializing in land development, utilities, sitework, paving, and concrete slabs. We pride ourselves on integrity, strong client relationships, and delivering high-quality projects that shape communities. As we continue to expand, we are seeking a seasoned Virtual Assistant to support our leadership team and ensure smooth daily operations. The ideal candidate must possess the right attitude and mindset.

Position Summary

Virtual Assistant provides essential support to the office and project teams by handling day-to-day administrative tasks. This role is ideal for a detail-oriented individual looking to gain hands-on experience in construction administration while developing professional office skills. The Virtual Assistant will assist with documentation, scheduling, filing, and communications to ensure smooth and efficient company operations.

Key Responsibilities

- Answer and direct phone calls, greet visitors, and handle general inquiries.
- Assist in preparing, formatting, and editing documents such as contracts, letters, memos, pay applications, lien releases, and reports.
- Maintain organized physical and digital filing systems for project and office records.
- Enter data into company systems such as Contractor Foreman, Excel spreadsheets, and other software.
- Assist with scheduling meetings, preparing agendas, and recording meeting notes.
- Process incoming and outgoing mail, deliveries, and correspondence.
- Provide administrative support CEO, VP of Operations, Director of Administration as needed.
- Perform other duties as assigned to support both office and field operations.
- Social Media Support:
 - Draft and post content to company social media platforms (LinkedIn, Facebook, Instagram).
 - Assist in capturing project progress photos and employee engagement events.
 - Maintain brand consistency and professionalism in posts.

- Monitor engagement and share analytics with leadership for review.
 - Other duties as assigned
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Qualifications

- High school diploma or equivalent required; some college coursework preferred.
 - Previous office or clerical experience is a plus but not required (training will be provided).
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
 - Must be creative and have basic graphics design skills.
 - Strong organizational skills with attention to detail and accuracy.
 - Excellent written and verbal communication skills.
 - Ability to multitask, prioritize, and adapt in a fast-paced environment.
 - Reliable, punctual, and able to maintain confidentiality.
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Skills and Attributes

- Professional demeanor with strong interpersonal skills.
- Willingness to learn construction-specific administrative tasks.
- Team-oriented attitude with the ability to also work independently.
- Strong problem-solving skills and a proactive approach to completing tasks.
- Dependable and flexible to assist with varied administrative needs.