

## Administrative Coordinator Wanted

Take your career to the next level with one of Nashville's best construction companies while supporting the team that works on high-profile projects that are changing Nashville's skyline.

### Work for Alexander Metals as an Administrative Coordinator.

If you have experience in human resources, payroll, and safety and want to develop your skills further, this job may be for you. Responsibilities include the following:

- **Human Resources:** Complete administrative tasks throughout the employee life cycle, including recruiting/selection, pre-employment, onboarding, HRIS administration, benefits administration, and terminations.
- **Payroll:** Complete all administrative tasks related to hourly and salaried payroll, including data entry, check/advice production, bank data transfer, vacation tracking, state and federal tax deposits, benefit deductions, quarterly IRS 940 and 941 filings, annual W-2 filings, and annual workers' compensation premium audits.
- **Safety:** Complete administrative tasks that support AMI's commitment to a safe workplace, including the development of injury reports, maintaining OSHA Form 301 and Form 300, injury data entry and reporting, interactions with Safety Committee, creation of expense reports, participation in claim reviews, attendance at annual safety workshops.

Work hours are from 7:30 a.m. – 4:30 p.m.

To qualify, you'll need to have at least three to five years of previous experience in an administrative role with human resources, payroll, and safety responsibilities. Experience in a construction environment is a plus. The candidate we choose will be proficient in Excel, Microsoft Office, and Spectrum & Employee Navigator.

You'll like working at Alexander Metals Inc. You'll enjoy building a career with a locally-owned company that specializes in multiple architectural building envelope products and offers long-term employment opportunities with plenty of room for advancement. Expand your skills as you work independently and in collaboration with other administrative staff as well as architects, engineers, and other building professionals. Grow with a family-oriented firm that strives to create a healthy company culture. Make new friends at social events for employees and families.

To apply, email a cover letter and resume to [careers@alexandermetalsinc.com](mailto:careers@alexandermetalsinc.com) or apply in person at Alexander Metals Inc., 497 Cave Road, Nashville, TN 37210.

### Employment Type

Full Time  
Salaried

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## Compensation

We offer a highly competitive wage. Starting pay depends upon experience and references. Comprehensive benefit package includes health insurance, life insurance, long-term disability insurance, vacation, holiday pay, 401(k).

## About

Alexander Metals Inc. is an award-winning Nashville-based company that specializes in the sales, fabrication, and installation of commercial storefront, curtainwalls, aluminum windows, and architectural metal wall panels. During its 25-year history, Alexander Metals Inc. has been named one of America's top glazing companies by the National Glass Association, and has been recognized for outstanding quality, performance, and safety by many local and regional organizations.

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