**Job Title:** Bookkeeper / Office Assistant (Construction Office)  
**Location:** Fort Myers, FL  
**Company:** *Lori Lane Personnel Service – Hiring on behalf of a reputable electrical contractor*  
**Job Type:** Full-Time, Temporary (Potential for Temp-to-Hire)  
**Pay:** $17–$24 per hour (Based on experience)  
**Schedule:** Monday to Friday, 7:30 AM – 4:00 PM

Lori Lane Personnel Service is seeking a skilled and dependable **Bookkeeper/Office Assistant** for our client, a well-established electrical general contractor in Fort Myers. This is a **full-time temporary position** with strong potential to transition into a **temp-to-hire** opportunity for the right candidate.

We are looking for a professional with **strong billing skills in QuickBooks**, excellent **Microsoft Office (Excel & Word)** proficiency, and a proven track record in **customer service** and **construction office administration**.

**Key Responsibilities:**

* Perform **billing, invoicing**, and job costing using **QuickBooks**
* Answer phones and assist clients in a professional and courteous manner
* Schedule appointments and dispatch service technicians
* Generate, manage, and file **work orders** and service documentation
* Handle **data entry, scanning, filing**, and general office support
* Draft and respond to customer and internal emails
* Greet and assist walk-in clients and vendors

**Qualifications:**

* Minimum **5 years’ experience** in a construction or contractor office
* Strong **QuickBooks** skills (including billing and job cost tracking)
* Proficient in **Microsoft Excel and Word**
* Excellent communication and customer service abilities
* Highly organized, detail-oriented, and able to multitask
* Dependable, punctual, and a team player
* Experience in an electrical or construction trade office is a plus

**Work Environment:**

* **Friendly and casual office atmosphere**
* Professional, team-oriented culture
* Opportunity to grow with a reputable company

📩 **To Apply:**  
Submit your resume to **Lori Lane Personnel Service** today. We’re actively scheduling interviews and looking to place the right candidate promptly.