Building Tomorrows Future Today...
White Sands CONSTRUCTION INC.
50TH ANNIVERSARY 1976 • 2026

1700 10th St.
Alamogordo, NM 88310
575-437-7816

Debbie McGee-Lucero

reception@whitesandsconstruction.com

Front Office Administrator

2014–2026 (12 Years) | White Sands Construction, Inc.

- Serves as the first point of contact for clients, vendors, customers, and the public.
- Manages incoming calls, emails, message routing, and front office communications.
- Provides administrative support including filing, archiving, and document control.
- Assists with invoice entry & accounts payable support in coordination with the Administrator.
- Orders and maintains office supplies and supports general office operations.
- Maintains a professional, organized, and welcoming office environment.
- Utilizes Sage 100 for basic accounting and administrative functions.