



*Architects • Engineers • Surveyors*

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We are looking for a responsible Administrative Assistant to add to our growing team! The responsibilities of the Administrative Assistant include providing support to our team, assisting with daily office needs, and assisting with our company's general administrative activities. The ideal candidate will be reliable, enjoy differing tasks with short notice and love interacting with others. If this sounds like you, see the details and expectations below. This is a full time role based in our Parkersburg, WV office.

**General Responsibilities include but are not limited to:**

- Answer phones cordially and promptly.
- Greet and direct visitors and clients pleasantly and professionally.
- Manage office, janitorial, safety and snack supplies and order/stock as needed.
- General office support for staff including but not limited to scanning, binding, copying, typing and meeting notes.
- Manage Outlook calendars as needed.
- Manage office equipment maintenance and service.
- Coordinate all mail and shipping needs.
- Create and maintain an up-to-date phone list of all personnel in the organization.
- Event planning and coordination
- Janitorial services management
- Company vehicle fleet management
- Enter receivables in accounting software.
- Submit deposits to the bank, remotely.
- Process credit card payments from clients.
- Other duties, as assigned.

**Skills & Qualifications:**

- Reliable, with a positive attitude and desire to help others.
- Ability to work with all levels of staff in the organization and external clients as well.
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Associate degree, preferred