

Administrative Assistant

Successful candidates will have excellent customer service skills, a positive attitude and great energy that keeps our team moving forward. The ability to work in a face paced environment with strong attention to detail is essential.

The Administrative department at Whitson Engineers is staffed by bright, organized and dependable people driven by a common goal: to help accomplish great things for the WE team and clients.

The primary responsibilities are the following listed below:

- Provide a full range of administrative and clerical support
- Greet guests, visitors and employees daily
- Answer incoming calls and direct to the appropriate personnel
- Manage office calendar
- Manage of paper and electronic files
- Order and maintain inventory of office supplies, equipment and other items
- Provide support to Principals and Project Managers as needed
- Light office maintenance
- Liaison with office cleaning personnel and IT support

Qualifications/Requirements

- High school diploma or equivalent
 - 1+ year of hands on administrative support experience
 - Computer savvy and proficient in MS Word, MS Excel and MS Outlook
 - Effective verbal and written communication skills
 - Strong sense of urgency and problem-solving skills
 - Excellent time management skills and organization
 - Good research skills and strong attention to detail
 - Ability to successfully work as a team player and juggle multiple projects
 - Demonstrate initiative to take on new projects and learn new skills
 - Reliable vehicle and valid California Drivers License
- (Note: This position frequently requires errands. The firm pays staff the IRS standard mileage rate for business use of a personal vehicle.)*

Interested candidates are encouraged to send resume by February 19, 2018 to our Director of Finance & HR, Kimberley Woltman, at kwoltman@whitsonengineers.com. Please also include a personalized cover letter stating that you have read the requirements, are up for the challenge and why you believe you should be considered for the position.

We look forward to hearing from you!