

ADMINISTRATIVE ASSISTANT

Position Description

Full-time position (40 hours, Monday-Friday). After completion of training, hybrid schedule available (3 days in, 2 days remote). Position reports to office manager and works as part of a small team to support engineers in the Evanston, Illinois, and New York office. Primarily will work with the EA/Administrative Coordinator for one of the principals leading the Commissioning practice for the firm.

Responsibilities

- Document preparation: proposals, RFP's, submittals/RFIs, specs, and reports
- Produces and edits emails, memos, and day-to-day correspondence for technical staff
- Enters and updates company and contact information in data base
- Maintains project file structure per guidelines
- Prints, binds, and ships drawings and or documents, as requested
- Prepares PowerPoint presentations based on summary given
- Provides back-up front desk coverage, as needed (includes receiving/sorting mail, handling lunch meeting catering needs, open/closing kitchen)
- Assist Administrative Coordinators, as needed

Experience

- Customer service
- Organizing daily tasks
- Editing, proofreading, and formatting documents with minimal errors
- Comfortable with MS Word Styles and templates, converting documents

Minimum qualifications

- Good people skills, comfortable working independently and as part of a team
- Enjoys working in a team environment and can back-up other staff, as needed
- Proficient computer and advanced Microsoft Word skills
- Familiarity with Adobe and PDF
- Good oral and written communication skills
- Intermediate knowledge of Microsoft Excel, PowerPoint, and Outlook
- Strong attention to detail
- High School Diploma

Preferred qualifications

- 2-3 years' experience in a professional office environment
- Familiarity with Deltek Vantagepoint
- Experience with Adobe InDesign, Photoshop
- Bachelor's degree