

Looking to join a fast-paced and rewarding career? Come join our team of dedicated and skilled individuals at Jones-Warner Consultants! We are a Southwest Ohio Professional Engineering & Surveying Consulting firm who specializes in services such as, but not limited to, Planning, Surveying, Project Management, Underground Utility Design, Transportation Design, Construction Management, and Field Inspection Services. We pride ourselves in our outstanding customer service, maintaining the highest levels of integrity and quality, as well as our ability to provide exceptional professional services on projects of all sizes and varieties. Apply today and join one of the highest demand careers in the nation!

Administrative Assistant

Responsibilities

- Assists with coordination of daily tasks, prioritize inquires and requests, as well as troubleshoot conflicts. Will work in conjunction with office manager and other staff to ensure smooth day-to-day engagements.
- Provides smooth communication between the leader's office and internal departments; Able to maintain credibility, trust, and support with management.
- Works closely and effectively with both office manager and manager to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Demonstrated ability to be discreet, flexible, work in a fast-paced environment, deal well with ambiguity.
- Schedule, plan and organize logistical details for in-house and off-site meetings, training, and events. Develop and prepare agendas for various departmental meetings; coordinate and attend staff meetings as appropriate; prepare and distribute minutes to appropriate personnel, on an as needed basis.
- Prepare, track and coordinate mail and shipments for business. Able to effectively acquire and maintain inventory of office supplies and equipment within budget constraints
- Facilities coordination: manage new hire working space, office moves, report building issues and communicate as necessary. Maintain office equipment, report any issues, or request service to keep equipment operation
- Demonstrated ability to manage contacts using Microsoft Office to conduct up-to-date database entry. Helps keep organization charts, phone lists, and birthday lists up to date.

Skills & Qualifications

- High school diploma / GED
- Minimum 3+ years' experience working in administrative setting
- Proficient in Microsoft Office and other applications
- Knowledge of general office management and current computer/office communications technologies; **Proficient** in Microsoft Software: PowerPoint, Word, Excel, and Outlook.

- Able to run reports in Excel, Access, Business Objects, and other data gathering programs
- Able to manage conference & meeting room technologies
- Self-Starter, proactive, able to work independently, able to maintain confidentiality and handle matters discreetly
- Effective time management and organizational skills; able to balance multiple priorities
- Able to effectively interact and communicate with management, corporate contacts, and external customers.
- Excellent interpersonal, verbal, and written communications including strong grammatical skills. High attention to detail.
- Able to quickly identify and prioritize goals and use resources, create solutions, and meet deadlines while considering both strategy and efficiency.
- Team player with strong interpersonal skills, capable of working with others