

**Position:** CEI Administrative Assistant

**Department:** CEI

**Positions Supervised:** None

**FLSA Status:** Non-exempt

**Reports To:** Executive Vice President CEI

## Summary

The primary responsibility of the Construction, Engineering and Inspection (CEI) Administrative Assistant is to provide administrative support to project teams in the Construction Engineering Inspection (CEI) department at ETM. Duties include general clerical, cover receptionist desk as needed, and project based administrative and research support work. Managing and coordinating executive calendar, scheduling meetings, arranging travel, and performing clerical functions such as preparing correspondence and answering phones.

## Responsibilities/Duties

- Prepare monthly invoices; coordinate between clients, accounting, consultants and project managers.
- Create and modify documents using Microsoft Office Suite, including: Word, PowerPoint, Excel, Outlook, etc.
- Perform general clerical duties to include, but not limited to: photocopying, faxing, mailing, filing, and proposal assembly and distribution.
- Maintain correspondence and construction documentation for multiple projects.
- Coordinate and maintain records/files for Project Manager, Principal and other staff.
- Maintain appointment schedule by planning and scheduling meetings, conferences, and teleconferences.
- Collect and maintain departmental inventory.
- Support staff in assigned project-based work.
- Provides support to project team with document preparation, presentations, letters, reports, etc.
- CEI Fleet Maintenance - Assists in coordinating problems with vehicles and equipment, maintain spreadsheet of vehicles and drivers.
- Training – Maintain database (Deltek) with employee training certification, scheduling training, track expiration dates.
- Dictation, taking meeting minutes.
- Assist with office orientation for new employees, including coordination of supplies (phone, laptop, vehicle, etc.).
- Setup travel, accommodation and meetings/conferences/seminars for Project Manager, Principal and other staff.
- Assist in answering phones during lunch breaks for receptionist and/or covering when receptionist is out.
- Travel may be required to and from project sites.

### Qualifications and Education Requirements

- Basic reading, writing, and arithmetic skills required. Normally acquired through a high school diploma or equivalent.
- Knowledge of Microsoft Office Suite, other proposal preparation and packaging software as well as telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.
- Experience with Adobe InDesign preferred.
- Prioritizing tasks to make sure that multiple deadlines are met.
- Overtime may be required.

*EOE/DFWP*

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This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.