



Administrative Assistant

Job Description:

Associates Environmental (AE) is a growing environmental consulting firm who is currently looking for a full-time Administrative Assistant for our Huntington Beach office. This position involves administrative and office support activities for multiple Supervisors as part of a team work environment. Candidates should have good technical writing capabilities, strong organizational skills and a high degree of attention to detail to facilitate the efficient operation of our organization.

Duties and Responsibilities:

- Prepare and modify documents including general correspondence (letters, proposals, applications, reports, drafts, letters, memos, etc.) and proofread for spelling, grammar and layout, making appropriate changes, and responsible for accuracy and clarity of final copy.
- Provide general administrative and clerical support including mailing, scanning, faxing, copying and creating/sending Federal Express/UPS packages.
- Update and maintain electronic and hard copy filing system.
- Order and maintain office supplies.
- Update and maintain contact database.
- Open, sort and distribute incoming mail/correspondence.

Requirements:

- Proven administrative or assistant experience.
- Knowledge of office management systems/procedures and operation of standard office equipment.
- Excellent time management skills with the ability to multi-task and prioritize.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Must be a team player.
- Ability to achieve deadlines under pressure.

Associates Environmental is an Equal Opportunity employer who offers excellent compensation packages that commensurate with experience. Benefits include training and education, holiday pay, medical, vision, employer matched 401(k) plan and paid vacation.

To apply, please send resume and salary requirement to: lpulford@associatesenvironmental.com