
INTRODUCTION

Based in Eugene, Oregon, **Systems West Engineers** is an MEP engineering consulting firm. We are seeking a part time **Administrative Assistant/Coordinator** to be responsible for providing support to the engineering and administrative staff for project- and office-related tasks. As a member of the SWE team, you will primarily assist the full time Administrative Assistant with coordinating project documents for clients in the public sector, higher education institutions, K-12 school districts, healthcare campuses, and commercial facilities.

This is a part time, hourly position, with the opportunity to move to full time.

Specific schedule TBD.

Salary DOE.

ESSENTIAL JOB RESPONSIBILITIES

The right candidate will be able to complete the following tasks:

- Project Team Assistance
 - Coordinate, prepare, edit, and deliver project documents, such as reports, specifications, letters, etc.
 - Track and organize incoming documents.
 - Manage and work directly with engineers and professional staff to organize, update, and maintain master documents and templates.
 - Assist with updating and maintaining company databases of project information.
 - Assemble executed documents to include in final reports and manuals.
 - Maintain project team contact and business contact information for clients, contractors, and Systems West staff.
 - Prepare construction permit applications for city and county agencies.
- General Administrative Assistance
 - Data entry, filing, answer phones, and greet visitors.
 - Run company errands as required.
 - Coordinate with staff, outside vendors, and local restaurants for lunch-and-learn presentations.
 - Assist Office Manager with document organization and purging of inactive documents.
 - Support Office Manager and Marketing Coordinator with planning staff social events such as summer picnic, holiday parties, and other company gatherings.
 - Promote a positive, collaborative, and team-oriented Administrative Department.

BASIC QUALIFICATIONS

- This position typically requires an associate's degree and 3 to 5 years of experience administrative assistant, or equivalent combination of education and experience.
- Experience in a professional office environment is required.
- Experience in the architectural, engineering, or construction industry is preferred.
- Experience with Microsoft Office, including formatting in Word

- Keen eye for proofreading and editing

ADDITIONAL QUALIFICATIONS

This position is for a small firm, where good team work and interpersonal relationships are essential. We are looking for someone to join our team who has:

- A demonstrated ability to prioritize and handle multiple tasks.
- Attention to detail and a high level of accuracy in preparing and entering information.
- Excellent interpersonal skills.
- Effective organizational and written skills.
- The ability to be a self-starter.

Please visit www.systemswestengineers.com to learn more about our firm.