

POSITION: Administrative Assistant

DEPARTMENT: Administration

REPORTS TO: HR & Admin Operations Manager

CLASSIFICATION: Full Time, Hourly, Non-Exempt

LOCATION: Springfield, Oregon

SUMMARY: Provide administrative support to Systems West staff by executing administrative systems, procedures, and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Assistance (100%)

- Coordinate, prepare, edit, and deliver correspondence, including reports, studies, specifications, letters, transmittals, addenda, field reports, and other construction administration and marketing administration documents.
- Assist with typing specifications, addenda, letters, studies, reports, and master specifications.
- Take and distribute meeting minutes.
- Distribute final deliverable documents to client.
- Schedule and coordinate project printing orders and arrange for delivery (courier, USPS, UPS, etc.).
- Data entry in various company databases, to support multiple departments.
- Assist with new hire onboarding tasks.
- Assist with maintaining marketing master documents (i.e., resumes, boilerplate information, project descriptions, photographs, etc.)
- Coordinate with staff, outside vendors, and local restaurants for lunch-and-learn presentations.
- Electronic file maintenance and organization.
- Answer phones and greet visitors.
- Order office supplies.
- General office housekeeping and organization.
- Promote a positive, collaborative, and team-oriented Administration Department.
- Positive, proactive, and efficient assistance with office administrative tasks.

QUALIFICATIONS AND EXPERIENCE

- This position typically requires an Associate's degree and 1 to 3 years of experience as an administrative assistant or receptionist, or equivalent combination of education and experience.
- Computer skills including MS Office suite, Adobe Acrobat, Bluebeam, SharePoint, and internet
- Experience in a professional office environment is required.

- 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
- Must be a self-starter.
- Preferred personal attributes, including but not limited to:
 - Personable, presentable, and articulate
 - Sound work ethic
 - Honest, trustworthy, and dependable
 - Respectful
 - Cultural awareness and sensitivity
 - Ability to think creatively

WORK CONDITIONS

Physical Demands

Occasional lifting and carrying, up to 20lbs
Typing/computer work, more than 95% of the time
Sitting, standing, and walking

Mental/Visual Demands

Concentrated mental and/or visual attention; the work involves performing complex tasks with very close accuracy and quality.

Work Hours & Expectations

Working hours are from 8:00am to 5:00pm but may vary depending on project demands. Periodic local travel may be required. Time off to be coordinated with work team and project schedules. Employees are expected to perform all duties as assigned.

Background Screening

Background screening may include previous employment, education, criminal history, and driving record verification.