



JOB TITLE: ADMINISTRATIVE ASSISTANT

The Administrative Assistant is an important point of contact for our clients, consultants, and colleagues, representing the Structural Focus culture of respect and collaboration. The Administrative Assistant has a wide spectrum of responsibilities supporting the operations of the company. The Administrative Assistant reports to the Office Manager.

REQUIRED QUALIFICATIONS

1. Excellent oral and written communication skills
2. Excellent organizational skills
3. Previous administrative experience
4. High level of proficiency with Word and Excel
5. Ability to handle confidential information
6. Willingness to work in the physical office

PREFERRED QUALIFICATIONS AND EXPECTATIONS

1. Ability to prioritize effectively and remain flexible with task assignments
2. Experience with accounting software
3. "Can Do" attitude – willingness to be an involved team member
4. Desire to take on more responsibility

POSITION DUTIES

- Perform Receptionist functions - answer phones and doors
- Assist with the invoicing process
- Track Accounts Receivable and client payments
- Support internal finance and administrative reporting
- Support recruiting and new hire orientation - respond to inquiries, track candidates, and maintain files
- Schedule events and meetings
- Maintain professional membership renewals
- Coordinate and manage courier and mail services
- Manage filing and archiving
- Organize office events and celebrations
- Manage office, kitchen, and emergency supplies
- Support post-disaster response program and reporting
- Provide general office support
- Be an office cheerleader!

OUR FIRM

Structural Focus is a structural engineering consulting firm specializing in the design of complex and innovative buildings. Since Structural Focus' 2001 inception, the firm has designed several million square feet of new structures and rehabilitated hundreds of existing buildings, including numerous historic projects, dozens of which are on the National Register of Historic Places.



The future of Structural Focus lies with our employees. We seek highly qualified and motivated individuals to continue our success. However, it is our responsibility to provide continuous training to our employees, and with a nearly 1:1 ratio of licensed structural engineers to other engineering staff, Structural Focus has an excellent environment to grow in and be mentored by experienced professionals.