

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 and reports directly to the Office Manager.

REQUIRED QUALIFICATIONS

1. Strong interpersonal, customer service, and communication skills
2. Excellent organizational skills
3. Ability to multitask and prioritize duties
4. Previous administrative experience
5. High level of proficiency with Microsoft Office suite and Google Workspace
6. Ability to handle confidential information
7. Work in the physical office full-time

PREFERRED QUALIFICATIONS AND EXPECTATIONS

1. Ability to prioritize effectively and remain flexible with task assignments
2. Experience with accounting software
3. Desire to take on more responsibility
4. Knowledge of Bluebeam or Adobe
5. Experience with or willing to learn basic marketing social media tasks
6. Experience in website maintenance
7. "Can Do" attitude – willingness to be an involved team member and take initiative

POSITION DUTIES

- Perform Receptionist functions - answer phones and doors
- Manage filing and archiving
- Responsible for taking inventory, ordering supplies, and restocking on a routine basis
- Oversee organization/tidiness of kitchen, lunchroom, conference rooms and common spaces
- Coordinate and schedule office events and meetings including food and materials
- Maintain professional membership renewals
- Coordinate and manage courier and mail services
- Process client invoices, including gathering data and submittals
- Assist with Accounts Receivable and follow up with client payments
- Support internal finance and administrative reporting
- Participate as a member of the Structural Focus Accelerated Building Reoccupancy Program
- Support recruiting - respond to inquiries, track candidates, and maintain files
- Data Entry
- Compile marketing materials and general marketing assistance
- Provide engineering and general ad hoc administrative 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.

Structural Focus is an Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We are committed to hiring a diverse workforce and maintaining an inclusive workforce. Structural Focus does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.