



Office Production Assistant

Horizons Engineering Inc is a growing Civil, Environmental, Structural and Land Surveying firm with offices in Littleton, New London, Conway and Newmarket, New Hampshire; Sharon and Newport, Vermont and Kennebunk, Maine.

Horizons has an immediate opening for Office Production Assistant. This position will provide support to project managers and staff; assisting in daily office needs, managing general administrative activities for multiple office locations, and assisting project managers in the preparation of applications and reports.

Ensures efficient office operation, supports the office staff by carrying out common office duties and project-related tasks. Maintains a positive and friendly company image by acting as the first line of contact to visitors, clients, and staff.

Our staff at Horizons is a close-knit group of hard-working individuals that value client service, design innovation, and a no-nonsense approach. The successful candidate will have a strong work ethic, desire to learn, and interest in working in a fast-paced environment in support of a wide range of civil engineering projects throughout northern New England.

Essential Job Duties:

- Assists Project Managers and Staff in the preparation and production of reports, plans and applications including formatting, high volume production, and delivery of relevant documents
- Formats word and PDF documents and presentations
- Answers phone calls and transfers them as necessary
- Responsible for equipment operation such as copier and phones, schedules repairs as necessary
- Manages correspondence by answering emails and sorting mail
- Handles petty cash box, mail machine, credit card processing and bank deposits
- Manages reception area and directs visitors
- Maintains stock lists and orders office supplies as needed
- Interacts with staff and carries out their requests
- Creates agendas and maintains company calendar
- Assists in distributing client invoices and statements
- Maintains accurate records and insurance for company vehicles and equipment
- Communicates with relevant agencies to obtain and record vendor Certificates of Insurance
- Manages outgoing post and records data on special deliveries
- Scans and files appropriate documents as needed
- Maintain company memberships and subscriptions, register employees for special events
- Follows QA/QC Program guidelines and ensures uniformity of all Horizons documents

- Assists in planning and arranging events.

Skills and Qualifications:

- Bachelor's Degree in related field
- 3+ years' experience in a fast-paced office environment
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Must be ok with handling high volume production and meeting tight deadlines
- Familiarity with concepts, practices and procedures related to the business of engineering and surveying
- Strong Attention to Detail and Accuracy
- Excellent verbal and written communication skills
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat
- Comfortable handling confidential information
- Must have own vehicle

Benefits:

- Competitive salary and insurance benefits including health, dental, and life
- Paid holidays, vacation and sick time
- Mileage reimbursement
- Company 401k
- Continuing education support
- Supportive work environment with ample opportunity for career advancement

Location:

This position will be located in our Littleton, New Hampshire office.

Salary:

\$37,000-45,000/year based on experience

Interested Candidates should forward a resume and cover letter to:

Horizons Engineering, Inc.

Attn: Human Resource Manager

34 School Street

Littleton, NH 03561

Or via email at:

hrmgr@horizonsengineering.com

Horizons Engineering, Inc. is an equal opportunity employer.

For more information on our firm check us out at www.horizonsengineering.com.