

Administrative Support Manager / Marketing Specialist

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

Horizons has an immediate opening for an Administrative Support Manager / Marketing Specialist. The position will provide support to project managers and staff; assisting in daily office needs and managing general administrative activities for multiple office locations. 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. Maintains social media presence including website updates and creates marketing materials for the company.

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:

- Answers phone calls and transfers them as necessary
- Formats documents and presentations
- Assists staff in the preparation of reports, plans and applications including formatting, production, and delivery of relevant documents
- Oversees company website and social media profiles
- Creates Marketing Materials
- 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
- Responsible for equipment operation such as copier and phones, schedules repairs as necessary.

Skills and Qualifications:

- 3+ years' experience in a fast-paced office environment
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat
- Excellent verbal and written communication skills
- Strong Attention to Detail and Accuracy
- High school diploma

- Comfortable handling confidential information
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Familiarity with concepts, practices and procedures related to the business of engineering and surveying

Benefits:

- Competitive salary and insurance benefits including health, dental, and life
- Paid holidays, vacation and sick time
- 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

\$20/hour 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.