

Executive Assistant – Littleton or New London Office

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 Executive Assistant. The position will provide support to project managers and staff; assisting in daily office needs and managing general administrative activities. 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:

- Answers phone calls and transfers them 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
- Oversees company website and social media profiles
- Follows QA/QC Program guidelines and ensures uniformity of all Horizons documents
- Assists in planning and arranging events
- Assists staff in the preparation of reports, plans and applications including formatting, production, and delivery of relevant documents
- Responsible for equipment operation such as copier and phones, schedules repairs as necessary.

Skills and Qualifications:

- High school diploma
- 2 or more years' office administration experience or Associates Degree
- 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
- 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 or New London New Hampshire office.

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.