

Horizons Engineering is looking for an Administrative Assistant to join our team! Qualified individuals will be part of a collaborative and supportive team providing innovative and cutting-edge services to clients. Team members are dedicated, diverse and range from civil engineers to surveyors and geologists with a wide range of residential, commercial, institutional, energy, and commercial projects. We offer competitive pay, outstanding benefits, a beautiful office and opportunities for growth. We have projects throughout Northern New England and are continually growing and looking for new and creative talent to join our team!

Job Responsibilities

- Manage busy phones and correspondence
- Maintain reception area and direct visitors
- Maintains office supplies and equipment, schedule repairs as necessary
- Support technical staff in the preparation of reports, plans and applications including formatting, production, and delivery of relevant documents
- Scans and files appropriate documents as needed
- Manages outgoing mail and record tracking and certified mail receipts on special deliveries
- Maintains accurate records and insurance for company vehicles and equipment
- Follows QA/QC Program guidelines and ensures uniformity of all Horizons documents
- Assists Financial Manager in distributing client invoices and statements
- Assist Marketing Manager in planning and arranging events

Education

- High School Diploma

Qualifications/Requirements

- 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
- Comfortable handling confidential information
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Familiarity with concepts, practices and procedures related to engineering, surveying, environmental permitting
- Strong time management skills
- Valid driver's license and clean driving record

Location

- Ossipee, NH

Interested candidates should forward a cover letter and resume to:

Human Resources Manager

Horizons Engineering Inc.

34 School Street

Littleton, NH 03561

Or via email to hrmgr@horizonsengineering.com

For more information, check us out on Facebook or at www.horizonsengineering.com

Horizons Engineering Inc. Is an equal opportunity employer