RHS Consulting Design, is a small multi-disciplinary engineering firm looking to expand our office Administrative Department. **We are seeking an Office Administrator to provide administrative leadership and office coordination, responsible for overall business administration.** This position is ideal for qualified individuals who excel in fast paced environments and enjoy working in an office setting on assignments of diverse nature.

**POSITION SUMMARY**

The Office Administrator performs administrative functions such as clerical, communications, scheduling, data processing, document control, database maintenance, and general office administration. The Office Administrator will aid our office and field personnel in project administration, correspondence, and coordination; which may include document control, contract administration, accounting & finance, marketing, human resource, technical reporting, etc.

You are expected to work well with others and assist the RHS team as needed. It will be necessary to communicate professionally and respectively, and demonstrate the ability to: communicate clearly and professionally, perform editing and proofreading, submit quality work product, use proactive and efficient methods, prioritize, work in a fast-paced environment, and have strong organizational and time management skills.

This position requires the use of computer, email, various software and technical resources, and office machinery. Some travel may occasionally be required.

**RESPONSIBILITIES**

- Perform general administrative duties, including administrative support to others where needed
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Type letters, transmittals, meeting minutes
- Create and update records and databases with personnel, financial and other data
- Outlook data entry and scheduling
- Establish & maintain file database / directory
- Administrative organization
- Ordering office supplies and coordinate building / equipment maintenance
- Maintain presentable office space
- Update company documentation, forms, updates
- Update company registrations
- Occasionally assist with special projects across departments as needed
- Assist department staff in RFQ/RFP submittals, presentation preparation, and reports
- Coordinate with staff and outside consultants
- Preparation of project invoicing
- Manage day to day operations, administrations & Procedures of the organization
- Support Human Resource functions, new hire coordination, EOE/AA documentation
Job Listing: Office Administrator #R0A-2.190801

REQUIREMENTS

• 5+ years of administrative experience supporting multiple people in a professional environment
• Coordinate multiple projects simultaneously with detail orientation and accuracy
• Proficient skills in Microsoft Office
• Ability to communicate clearly and professionally; both verbally and in writing
• Independently write reports and correspondence. Requires strong editing and proofreading skills and overall responsibility for the quality of materials submitted
• High personal motivation, drive, and comfort working in a fast-paced environment
• Ability to develop additional skills that allow for increased efficiency of admin operations
• Strong organizational and time management skills, with proven experience prioritizing work
• Able to work independently

PREFERRED

• Bachelor’s Degree in Business Administration/Management, Marketing, English, or related field is desirable
• Previous experience in an engineering, architectural, or construction industry is preferred
• Familiarity with engineering industry and technical terms is a plus

APPLICATION PROCESS

If you are a qualified and highly motivated individual, we encourage you to apply for this opportunity to join the RHS team. RHS is an Affirmative Action and Equal Opportunity Employer, Minority/Female/Disabled/Veteran.

BENEFITS

We offer competitive compensation and benefits to assist employees with medical and dental coverage, and retirement savings, as well as career development and professional advancement incentives.

Please send resumes to rsaleh@rhsconsultingdesign.com