

RAM DESIGN AND CONTRACTING

WE ARE HIRING

ADMINISTRATIVE/OFFICE ASSISTANT

We are seeking an Administrative/Office Assistant with a minimum of 1-year of experience to provide administrative support on a variety of environmental projects, including emergency response. We combine consulting and engineering with advanced analytics and technology to solve the world's most complex challenges.

The schedule is Monday thru Friday totaling 25 hours/week for \$450/week.

Qualifications

- Proficient in the use of the PC, specifically with the Microsoft Office suite of products (Access, Word, Excel, PowerPoint, and Outlook) and other processing programs.
- Reporting experience, administrative writing skills, process management experience, organization skills, time management, information analysis, professionalism, and problem-solving.
- Ability to create professional business documents (letters, reports, memoranda, etc.) with little to no oversight or editing.
- Possess, at a minimum, a High School Diploma, Degree or Certifications.

Responsibilities

- Manage and maintain all aspects of data, compliance, and reporting for the company.
- Prioritize assigned tasks and complete them accordingly.
- Organize and maintain a calendar for Non-Routine projects and events (e.g., will calls, shipping, non-routine tasks, etc.)
- Design data collection instruments (forms, templates, reports) by project requirements.
- Collect, compile, and summarize information from a variety of sources (e.g., reports, files, databases, individuals) in an accurate, thorough, and timely manner.
- Utilize data/information to appropriately complete, prepare, assemble, process, and/or generate reports promptly and by applicable policies, procedures, and guidelines.
- Enter data electronically in an efficient manner and in the prescribed format.
- Communicate promptly with the team regarding inconsistent or erroneous data.
- Prepare, assemble, process, and/or generate professional business documents.
- Maintain online filing system of reports, vendor invoices, work orders, billing data.
- Assemble data/information to appropriately respond to inquiries, questions, or requests.
- Communicate with management and peers using professional diction.
- Proactively communicate accurate information to clients in a courteous, timely, and helpful manner.
- Resolve or facilitate the resolution of problems in a courteous and timely manner.
- Maintain confidentiality and security of information and materials.
- Provide proper back-up, filing, and archiving of data and reports.
- Maintain current, accessible, and organized training materials and reference manuals.
- Assist the efforts of Project Coordinator/Project Management.

Interested candidates should submit a letter of interest and resume via email to VanderweilGROUP@engineer.com