

ADMINISTRATIVE ASSISTANT

McMahon Associates, Inc. (McMAHON) has an immediate opening for a Administrative Assistant in our Neenah, Wisconsin office. McMAHON is recognized as a leading engineering and architectural firm in the Midwest, with over 150 employees. The company's Corporate Headquarters is located in Neenah, Wisconsin, with additional offices in Machesney Park, Illinois and Valparaiso, Indiana. McMAHON is an ENR Top 500 Design Firm.

JOB DESCRIPTION:

This position requires the individual to have the ability to perform a wide variety of administrative tasks. This individual must work effectively under pressure, have a strong attention to detail, great organization skills, possess a positive attitude and have excellent verbal and written communication skills to support our project managers and ensure our day-to-day office operations run smoothly. Interaction and collaboration with clients and co-workers is a daily occurrence in this position.

RESPONSIBILITIES:

- Support project managers and engineers/architects with daily clerical tasks.
- Compose and type regular correspondence, Statement of Qualifications, Proposals, Agreements, Specifications, Reports, etc.
- Maintain an organized filing system.
- Log in and track shop drawing submittals.
- Create spreadsheets and presentations.
- Schedule meetings.
- Assist with receptionist duties as needed.

REQUIREMENTS:

- In-depth understanding of office management and daily operations.
- Hands on experience with MS Word, Excel, PowerPoint, Outlook.
- Working knowledge of office equipment, phone system and printers.
- Excellent verbal and written communication skills.
- Strong organizational and time-management skills.

Furnish letter of interest, resume and references in confidence to:

McMAHON
Attn: Sarah Kundinger
skundinger@mcmgrp.com
www.mcmgrp.com