

Position Title: Administrative Assistant

Osborn Consulting, Inc. (OCI) is a civil engineering firm that focuses on water resources, utilities, and environmental services, including engineering, modeling, and analysis for transportation, development, restoration, and mitigation projects. We supply a full range of services to a broad cross section of clients, including government agencies, tribal districts, neighborhood groups, and developers.

We are looking to add a full time **Administrative Assistant** to our team. This position is an excellent career opportunity for the right individual who desires to make an impact in a privately-held, small business. At OCI, we believe our success stems from each and every individual employee.

The successful candidate must be well-organized, thorough, and trustworthy, with excellent verbal and writing skills, and the ability to multi-task. Following are general responsibilities for the position:

Responsibilities:

- Responsible for all major office functions including: maintaining inventory of office supplies and office equipment, managing office vendors and management companies, and handling building issues.
- Answers incoming calls and e-mails, and directs client inquiries appropriately.
- Responsible for corporate event coordination and helping with office social activities (i.e., office events, tech talks, and meetings).
- Provides support for contract coordination.
- Performs technical editing and advanced word processing for outgoing correspondence and documents.
- Organizes internal meetings; conference room scheduling and setup/takedown.
- Processes outgoing mail and packages to include special delivery services as needed.
- Responsible for copying, filing, and binding.
- Conducts research for office needs – leases, rental equipment, delivery options, and office equipment.
- Creates and maintains filing systems for various office needs.
- Provides coverage for Office Manager as needed, including project set-up, contracting, and billing.
- Researches projects as specified by Project Managers. This includes daily browsing and reporting of agency procurement websites such as the Daily Journal of Commerce, Sound Transit, WSDOT, local cities, and local newspapers.
- Supports OCI's web presence and social media outreach.
- Assists in preparing roster submittals or proposals as needed. Writes project descriptions, employee resumes, and cover letters for proposals.
- Completes special projects as requested.

Minimum Requirements:

- 1-3 years administrative experience (additional coursework or college degree may reduce experience required).
- Proficiency with Microsoft Windows and Microsoft Office programs.
- Ability to thrive and make an impact in a small office environment: assertive, resourceful and a problem solver.
- Ability to adapt to changing priorities and project deadlines, multi task, and prioritize.
- Ability to understand and translate technical details relevant to industry.

Preferred Qualifications:

- Architecture/Engineering related experience.
- Bachelor's Degree.
- Experience using Axiom Ajera (accounting software).
- Experience using Adobe Acrobat and InDesign.

Key Competencies:

- Outstanding Interpersonal Skills - Ability to work independently and in a team.
- Flexibility – Eagerness to take on responsibilities outside this job description.
- Attention to Detail – Thorough and quality-oriented, with the ability to develop high quality work product within required deadlines and with limited oversight.
- Personal Responsibility – Self-starter, willing to interact as part of a team, and take independent initiative. Works proactively in solving problems; makes self available and takes action beyond normal responsibilities.
- Professionalism – High degree of integrity, reliability, diplomacy, and flexibility.
- Effective Communication – Clearly conveys information; excellent oral and written communication skills (composition, proofreading, and spelling).
- Problem Solving – Ability to conduct independent research and follow through to identify and track down missing information; and to critically think through a problem from different vantage points and reach appropriate conclusions.
- Energy and Enthusiasm – Consistently maintains high levels of activity and productivity.

OCI was named 2015's Washington's Best Workplace by the Puget Sound Business Journal. OCI had the highest scoring survey of all companies with 10-49 employees. We are proud to have employees who love coming to work and provide exceptional work for all our clients.

OCI offers competitive pay, medical and dental insurance for the employee, 401K plan with company matching, vacation/sick/holiday pay, and profit sharing. We are conveniently located in downtown Bellevue, six blocks north of the Bellevue Library. Work Hours are generally Monday through Friday, 8AM to 5PM.

If you are interested in this position, please email your **cover letter** and resume to info@osbornconsulting.com. Please include in your cover letter a thoughtful explanation of why you think you are a good candidate for this position.

Responses without a cover letter will NOT be considered.

No calls, please. We will contact you if we desire to arrange an interview with you. Thank you.