ENGINEERING ADMINISTRATIVE ASSISTANT

Job Description:

**Engineering administrative assistants** work in engineering offices and perform a wide range of administrative support duties. They may be employed in various engineering fields, such as architectural, mechanical, biomedical or electrical. Unlike general administrative workers, engineering administrative assistants may have a technical component to their duties as well, so a basic understanding of engineering or science is often required.

Job Responsibilities:

* Review various forms, applications and plans for completeness prior to submitting to insure specified requirements have been met.
* Provide administrative assistance related to permit requirements, processing, policies, and procedures.
* Interpret permitting requirements and other information applicable to various agencies.
* Be responsible for various permits including mechanical, plumbing, electrical, refrigeration, gas piping, boiler & pressure vessel, and subject-to-field-inspection (STFI).
* Monitor numerous jobs in progress at the same time. Must be organized and detail oriented meeting deadlines and requests.
* Be responsible for assigning engineering design project numbers.
* Schedule meetings as required for the Engineering, Project Management, and Production Managers and take meeting minutes as required.
* Perform document control tasks such as printing, downloading and filing as requested.
* Manage and update both the electronic and physical engineering libraries.
* Create/update templates and edit documents as needed.
* Coordinate meetings and appointments with permit officials, inspectors, and vendors.
* Performs additional tasks as assigned.

Job Qualifications:

* Associates in administration or related engineering field
* Bachelors in administration or related engineering field preferred
* Experience as an engineering administrative assistant

Opportunities as an engineering administrative assistant or are available for applicants without experience in which more than one an engineering administrative assistant is needed in an area such that an experienced an engineering administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of building and construction industry
* Knowledge of specific engineering field