

## **ADMINISTRATIVE ASSISTANT ASHEVILLE OR HICKORY, NORTH CAROLINA**

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience, employing 135 professional and support personnel. We are seeking a creative and motivated Administrative Assistant to support our Management Services Team based in our Asheville and Hickory offices. This position will join a team of innovative and dedicated employees who are committed to providing quality and responsive service to our clients in North Carolina, Tennessee and Virginia.

### **Essential Duties and Responsibilities**

The Administrative Assistant will provide general administrative support including, but not limited to:

- Coordinates use of conference rooms, pool vehicles, etc.
- Coordinates mail management
- Prepares agendas and minutes for management and ad hoc meetings, as requested
- May research and present projects for consideration; assists in preparing responses to RFPs and RFQs; tracks presentation of proposals
- Enters projects in computerized project management software
- Prepares expense reports and other accounting items, as necessary
- May work across offices with other Administrative Assistants on various projects
- Travels up to 15%

## Minimum Education and Licenses

- Minimum of a high school diploma or GED and 5 years of related administrative experience in a professional services field
- Valid driver's license
- Prior experience working in a professional service or consulting industry preferred
- Proficiency in Microsoft Office required
- Experience in Adobe InDesign or other desktop publishing software preferred
- Experience in Deltek Vision preferred
- Strong communication, organizational and multi-tasking skills; should be personable and professional

## How to Apply

To apply, please email a cover letter and resume with references in one document to [recruiting@mcgillengineers.com](mailto:recruiting@mcgillengineers.com). Please list "Administrative Assistant" and your location preference in the subject line of your email.