

ADMINISTRATIVE ASSISTANT HICKORY, NORTH CAROLINA

McGill Associates is a growing, progressive, regional engineering and consulting firm with over 30 years of experience, employing over 140 professional and support personnel. We are seeking a motivated, high functioning, professional Administrative Assistant to support our Engineering, Land Planning, and Construction Teams in our Hickory office. This individual will be part of a Firm committed to providing quality and responsive service to our clients. The ideal candidate will have an interest and ability to understand the engineering consulting services industry as well as accounting principles.

Essential Duties and Responsibilities

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

- Serve as receptionist and first point of contact; greet clients, answer phones; open and distribute incoming mail; coordinate outgoing mail and shipping
- Coordinate use of conference room, pool vehicle, etc.
- Prepare agendas and minutes for management and ad hoc meetings, as requested
- May research and present projects for consideration; assist in preparing responses to RFPs and RFQs and track presentation of proposals
- Enter projects in computerized project management software
- Work with Accounting to ensure accurate and timely submission of expense reports, Visa receipts, and other accounting items, as needed
- May work across offices with other Administrative Assistants on various projects

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 services 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. Please list "Administrative Assistant – Hickory" in the subject line of your email.