

OFFICE ADMINISTRATOR

RALEIGH, NORTH CAROLINA

McGill Associates is a consulting firm serving public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, and management consulting services. **We are currently seeking highly motivated candidates for an Office Administrator in our Raleigh, North Carolina office.**

Essential Duties and Responsibilities

The Office Administrator assists the Office Manager to ensure that the office runs smoothly and efficiently by performing duties in a responsible and timely manner.

- Office Responsibilities:
 - Answer and direct phone calls and receive visitors
 - Process mail daily including requests for overnight and special deliveries
 - Responsible for maintaining and ordering office supplies
 - Ensure housekeeping/building maintenance issues are addressed
- Assist Project Managers (PM)
 - Setup projects in project management software; prepare for opening and closing projects; may setup projects for other offices, as requested by Office Manager
 - Assist in preparation of proposal letters and professional service agreements
 - Gain access and be familiar with all PMs' schedules in order to coordinate meeting requests by Office Manager's Project Manager's, and/or Program Managers
 - Provide clerical assistance to all office staff; may provide assistance for other offices, as requested by Office Manager

- Ensure pool vehicles are properly registered and maintained
- Register employees for conferences and seminars; make travel arrangements, as needed
- Assist in preparation of bidding documents and specifications
- Maintain confidentiality of sensitive information
- Serve on committees and/or teams, as requested by management
- Other duties as assigned

Minimum Education and Experience

- Bachelor's degree preferred; Associate's degree and 5 years of commensurate experience required
- 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
- Understanding of basic accounting principles required
- Must have excellent grammar and written communication skills
- Notary Public preferred
- Valid North Carolina driver's license required

How to Apply

To apply, please email a resume to recruiting@mcgillassociates.com. Please list "Office Administrator - Raleigh" in the subject line of your email.

McGill Associates is an Equal Opportunity Employer. All terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training comply with the regulations of Title VI and VII of the Civil Rights Act of 1964. Employees are entitled to work in an environment free from any kind of unlawful discrimination or harassment.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. McGill Associates participates in E-Verify.

McGill Associates conducts background, credit, and motor vehicle checks in compliance with all federal and state statutes. An offer of employment may be extended to an applicant prior to the completion of these checks, but the applicant may not begin work until the completion and approval of the results.

McGill Associates conducts pre-employment, random, project specific, for-cause, and post-accident drug screens in accordance with all federal and state statutes.

McGill Associates will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All McGill Associates' facilities comply with the Americans with Disabilities Act. Persons with hearing and/or speech impairments may contact McGill Associates by dialing 711 to access the state Relay Service for TTY/TDD.