

# OFFICE ADMINISTRATOR

## HICKORY, 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 Hickory, North Carolina office.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist Project Managers (PM)

- Setup projects in Vision; prepare for opening and closing projects; may setup projects for other offices, as requested by OM
- Assist in preparation of proposal letters and professional service agreements (PSA)
- Gain access and be familiar with all PMs' schedules in order to coordinate meeting requests by OM's, Practice Area Leaders (PAL), and PM's
- Open promotional projects in a timely manner
- Ensure project filing is completed in a timely manner including closing out hard copy project files and archiving old project files
- Run required reports including Active Project Listing and Percentage Complete Reports for all PM's
- Provide clerical assistance to all office staff; may provide assistance for other offices, as requested by OM
- Enter all office Visa receipts; may enter Visa receipts for other offices, as requested by OM
- 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
- Provide project specifications as requested by PAL's, PM's and Project Engineers (PE). This includes editing of footer information to be project specific and making edits.
- Maintain master documents on server for accuracy and conformity
- Ensure housekeeping/building maintenance issues are addressed in a timely manner
- Ensure the following tasks are completed in a timely manner:
  - Answer and direct phone calls and back up other branch offices phones as needed
  - Receive visitors, open/close lobby, process incoming faxes/emails
  - Process incoming/outgoing mail daily including requests for overnight and special deliveries
  - Ensure conference rooms, copy rooms, supply closet, and plotter area are stocked, clean, and ready for use
  - Ensure breakroom is stocked and all receipts are accounted for daily

- Schedule conference rooms, food, IT needs, etc.; organize meetings including Lunch and Learns, as requested
- Schedule pool vehicles; collect WEX receipts in a timely manner
- Enter unit logs (pool vehicle mileage, plotter, copy, postage, etc.)
- Create reading file and electronic folders, as needed; may create files for other offices, as requested by OM
- Responsible for maintaining and ordering office supplies
- Assist with general clerical needs of the office including typing reports, letters, spreadsheets, making copies, binding, filing, etc.
- Assist OM with monthly, quarterly and year-end reports, information flow to and from PAL's and SPM's, revenue forecasts, office budgeting, billing summaries
- Assist OM with routing of the A/P invoices and other documents for OM's approval
- Maintain confidentiality of sensitive information
- Assist OM with information due to the Vice-President of Operations
- Assist OM with calendar appointments, expense reports, timesheet entries
- Assist Construction Services Team as requested by OM
- Serve on committees and/or teams, as requested by management
- Other duties as assigned

**CERTIFICATES AND LICENSES REQUIRED:**

- Valid North Carolina driver's license
- Notary Public preferred

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in Business Administration, Accounting, or related field preferred, or an Associate's Degree and 5 years of commensurate experience.
- Knowledge of accounting principles required
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook, and Adobe Reader/Acrobat required
- Proficiency in Deltek Vision preferred
- Experience in Adobe InDesign preferred
- Exceptional oral and written communication skills required
- Strong organization and multi-tasking skills required

**How to Apply**

To apply, please email a resume to [recruiting@mcgillassociates.com](mailto:recruiting@mcgillassociates.com). Please list "Office Administrator - Hickory" 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.*