

EXECUTIVE ASSISTANT – ENGINEERING

JOB SUMMARY

Under the direction of the Vice President of Engineering, act as secretary in assisting with various tasks.

JOB DUTIES AND ESSENTIAL FUNCTIONS

- Responsible for various assigned secretarial duties and functions which may include, but would not be limited to:
- Take and transcribe dictated information;
- Type letters, memoranda, reports, proposals, bids, legal and other documents;
- Copy data and complete reports and schedules;
- Perform various clerical tasks and duties that require a combination of good working knowledge of and practical experience in general office procedures and practices;
- Responsible for company forms, including reproducing and revising, as required;
- File and maintain files and filing systems in good order;
- Manage the executive's calendar;
- Monitor incoming and send outgoing mail, faxes, emails as necessary and distribute accordingly;
- Answer telephones and take telephone and voicemail messages;
- Gather documents to prepare executive for meetings;
- Coordinate travel arrangements as necessary;
- Provide backup and assistance to other clerical staff;
- Notarize company documents as necessary;
- Perform various tasks such as set up meetings, organize executive office, and stock materials and supplies for executive office;
- Other tasks and duties as required.

SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to:

- Ability to accurately type at least 50 words per minute using a personal computer;
- Dictation/shorthand/transcription skills desirable;
- Excellent grammar and punctuation skills with ability to produce accurate and grammatically correct letters, technical reports, proposals, memoranda, and other required documents;
- Personal computer experience and proficiency in the use of Word, Excel, PowerPoint and other programs with ability to learn and apply periodic software changes and upgrades;
- Excellent knowledge of management organization and math skills;
- Working knowledge of fax, copier, and other office equipment;
- Knowledge of and ability to use internet communications and e-mail systems;
- Ability to communicate effectively, both verbally and in writing and follow oral and written instructions;
- Must be able to write legibly, have good reading comprehension, good grammatical, spelling and writing skills;
- Good alphabetical and numerical filing and electronic filing capabilities;
- Ability to work independently with little or no supervision or assistance;
- Ability to interact with supervisors, co-workers, and other personnel in a cooperative and professional manner;
- Must be dependable, punctual, have good attendance, and maintain a neat and presentable appearance;
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and which include use of keyboard, multiline telephone, walk, sit, bend, stoop, climb stairs, lift up to 15 lbs., reach, grasp, push, and pull.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- Bachelors' Degree required, preferably in Business Administration. Soon to be graduates currently enrolled in their last quarter/semester may be considered;
- Must possess California Notary Public Commission certification, or be willing and able to take and pass required exams for California Notary Commission at the company's expense;
- Valid California driver's license and acceptable driving record required.