

Administrative Assistant Materials Lab / Geotechnical Department

McClelland Consulting Engineers is seeking to add an administrative assistant to assist our materials laboratory and geotechnical department in our Little Rock office. This position is responsible for performing a variety of administrative and clerical tasks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer, screen and forward incoming phone calls regarding Geotechnical Department operations
- Assisting with new hire paperwork, resources and training, particularly for technicians
- Typing daily concrete, density, grout and mortar reports, among others
- Emailing to clients a variety of materials testing reports for both of the Fayetteville and Little Rock offices
- Manage testing and technician schedules using When I Work App
- Receive communication from Contractors/Clients and provide basic and accurate information via phone/email
- Coordinate continuously with technicians and lab staff to provide instruction and them with information required to perform services
- Perform other clerical receptionist duties such as photocopying/scanning, transcribing, shredding, and emailing
- Monthly invoicing on a Billing Manager level for CMT – Fayetteville Office and Little Rock Office; as well as Geotechnical invoices – Fayetteville Office and Little Rock Office
- Coordinating with Accounting Department near the end of each month regarding which projects to invoice for the month
- Creating the invoice from the Work in Progress report
- Preparing Liens or other paperwork required by the client for the invoice
- Emailing the invoice to the client
- Creating a spreadsheet for materials testing fees for Fayetteville and Little Rock Engineering projects and emailing to the Accounting Department in Little Rock
- Follow-up emails to clients on outstanding invoices; tracking Aged Receivables
- Closing out projects

Competencies

- Exceptional customer service skills
- Highly organized
- Flexible with the ability to multi-task
- Ability to manage time well and prioritize work
- Skill in completing assignments accurately and with attention to detail

- Ability to lead office staff and motivate employees
 - Maintain composure in a busy work environment
 - Understanding of office management systems and procedures
 - Ability to accurately prepare and maintain records, receipts, invoices, files, reports and correspondence
- Ability to process and handle confidential information with discretion
 - Excellent written and verbal communication skills
 - Prior office experience
 - Proficient in Windows 10, MS Office Suite, Word, Excel, etc.
 - Good communication skills with personnel with a variety of backgrounds/personalities