

United States Jobs Expertini®

Office Administrator

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Company: Jensen Hughes

Location: Atlanta

Category: other-general

Jensen Hughes has an opportunity for an Office Administrator in a lively, dynamic corporate environment supporting the Atlanta office, with eventual additional responsibilities to supporting the overall South Region Administration team. **Onsite responsibilities will be in the Atlanta office part-time for three days a week with the potential to increase to full-time for the right candidate .**

Responsibilities

Welcome visitors and clients to the office.

Answer phones, transfer callers and assist clients with non-technical issues.

Assist with the finalization of engineer-generated documents by formatting to corporate standards and applying basic grammar and proofreading.

Maintain, organize and update paper and/or electronic project files.

Special events support, including employee events and activities.

Participate in various project work tasks (document formatting, QA/QC, filing and document control, etc.).

Participate in onboarding process for new hires.

Work collaboratively with the South Admin Team to monitor and respond to support

requests from the South Region of Jensen Hughes North America.

Obtain and provide Certificates of Insurance and W9s in response to client requests.

Support for meetings, including conference room reservations, catering, etc.

Assemble marketing/new hire packages and prepare for shipping.

Mail and shipping/receiving retrieval and distribution.

Maintain inventory and office supply orders.

Stock/clean break rooms (monitor inventory, general tidiness, refrigerator cleanouts, loading/unloading dishwasher, etc.).

Qualifications

High School diploma or equivalency degree required.

3 - 5 years of office support experience preferred *in an AEC company ideal, but not required*

Familiarity with shipping via parcel carrier (FedEx, UPS, etc.).

Proficient using office software products, including Microsoft Office Suite, SharePoint, Dynamics, Acrobat/Bluebeam, etc.

Proficient use of typical office equipment (copier, scanner, printer, etc.).

Demonstrated experience working in a fast-paced and changing environment.

Ability to work independently as well as working in a team atmosphere adhering to tight deadlines.

Interest in or ability to obtain Notary Public commission.

#LI-CF1

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