

Office Administrative

Job description

About us

Greystone Engineering Group Inc provides the highest level of quality work and customer service. We work with both residential and commercial clients, and apply the same attention to detail regardless of project size or complexity.

We are seeking a highly motivated Administration Assistant to join the team and become the CEO's right hand. The ability to listen and understand expectations, take direction from Principal engineer and communicate effectively and proactively is required.

This is a **NON-ENGINEERING position**. Having an experience in a similar office environment is **REQUIRED**.

Responsibilities:

- Strong spoken and written communications skills.
- Excellent organization and time management skills.
- Ability to design and format documents for a professional look consistent with client standards.
- Able to effectively prioritize multiple tasks.
- Be effective working individually and within team environments.
- Help draft proposals.
- Answering calls, taking messages and managing client correspondence
- Schedule meetings and job site visits.
- prioritizing workloads.

Qualifications:

- Associates degree in related field or equivalent experience.
- One year of experience in a professional office environment.
- Previous experience with technical professionals, and professional services firms in the A/E industry.
- Proficiency in Microsoft Office products.

Job Type: Full-time

Pay: Competitive compensation (DOE)