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## JOB DESCRIPTION

### Administrative Assistant

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#### **Overall Responsibilities:**

This individual will perform various administrative functions in support of the company and staff.

Primary duties are as follows:

- Front Desk/Reception responsibilities
  - Greet clients
  - Answer and direct telephone calls
  - Coordinate client meetings as needed
- General Office responsibilities
  - Maintain, file, update, and archive job files
  - Organize, take inventory, and order office supplies
  - Distribute in-coming mail, prepare out-going mail, and overnight packages
  - Maintain a presentable office appearance
- Word processing, scanning, and editing of correspondence and documents
  - Create reports, letters, and proposals as requested by a team leader and/or licensed engineer/surveyor
  - Photocopy, assemble, and bind reports
  - Preparation of packages for outside production services

#### **Reporting Relationship:**

The Administrative Assistant will report to Immediate Supervisor.

#### **Expectations:**

Individual will present a neat and professional appearance at all times, as this position involves client contact. Individual will build working relationship with office staff and major clients, and will be knowledgeable with regard to active projects. Individual will be proficient in MS Office Suite and will improve these skills as needed. Individual will be flexible with their day-to-day job duties, in support of the company (i.e. will possess a can-do attitude).

#### **Experience:**

Individual must have strong interpersonal skills and excellent verbal and written communication skills. Individual be able to prioritize tasks and meet deadlines. Individual must have and maintain a good driving record –DMV reports must be furnished upon request. Individual must have general office Experience.