
Administrative Assistant

Skills/Experience

- Operate multi-line telephone system
- Meet and greet clients and visitors
- Perform general and clerical duties to include but not limited to photocopying, faxing, mailing, messenger services
- Set up and coordinate meetings
- Create and modify documents using Microsoft office programs (Word, Excel, Powerpoint)
- Support staff in assigned project based work
- Excellent communication skills
- Excellent organizational skills

Qualifications

- Bachelor's Degree or Associate Degree Preferred

What We Offer

- Los Angeles based MEP engineering leaders in the Southern California area
- Above market pay
- Opportunity to work in a fun family environment
- Opportunity to grow professionally

Contact Terrie Huberman to schedule an appointment

thuberman@arceng.net

(818) 508-6300