



ENGINEERING ADMINISTRATIVE ASSISTANT

POSITION SUMMARY:

Responsible for supporting the Project Managers and Project Engineers within the Engineering Department. Duties to include, but not limited to, the following:

ESSENTIAL JOB FUNCTIONS:

- Managing Utility Mark outs
- Completion of Required Owner Paperwork
- Preparation and Management of Trainee Programs
- Minority Payment Tracking
- Preparation of Correspondence to Customer, Subcontractors, and Vendors.
- Filing and Maintaining Files for Correspondence and Documents.
- Running weekly EEO Job Reports
- Maintaining Certificates of Compliance
- Maintaining EEO/Affirmative Action Report
- Monthly sub-contractor paperwork; delivery tickets; shop drawings; meeting minutes Filing
- Maintain Records and Files (Electronic and Hard Copies)
- Prepare and Process Bid Packages and Contracts

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- Self-starter who is organized, personable, and reliable.
- Minimum 2 years of administrative experience.
- Excellent written and oral communication skills with the ability to deliver high-quality work.
- Excellent Time Management and Prioritization Skills.
- Skilled in MS Office including Word, Excel and Outlook.
- Ability to work under pressure and multi-task.

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.