

Job Announcement

B2Z Engineering, LLC
Administrative Assistant

Title:	Administrative Assistant (Full-time)
Salary:	Competitive salary, commensurate with experience, excellent benefits (Retirement Plan, Employer-paid medical insurance, dental, vision; paid holidays/vacation/sick)
Location:	Seguin, TX
Education:	High School Diploma or Equivalent
Work Schedule:	Flexible Office Hours (Monday-Thursday 8am-6pm; Friday 8am-12pm) Weekend Work (Only as Required)
Last Day to Apply:	Open until filled

B2Z Engineering

B2Z Engineering has been in business since 2009 in Mission, TX, and has satellite offices in Austin and Houston, Texas. We are a multi-disciplined civil engineering consulting firm that has completed projects throughout the State. We assist our clients in meeting their project-specific goals, while at the same time providing them with exceptional service. B2Z Engineering has played a vital role in the design and construction of numerous private and public projects. We take pride in prioritizing attention to technical excellence, quality control, and responsiveness, no matter the size of the project. We provide our clients with the guidance needed to find the most practical and cost-effective solution for their civil engineering needs.

Summary

B2Z Engineering is looking for a responsible, experienced Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like Microsoft Office (Excel & Word) and office equipment (copy machines, scanners, etc.).

Knowledge, Skills, and Abilities

1. Proven experience as an administrative assistant or office admin assistant
2. Working knowledge of office equipment, like printers and copy machines
3. Proficiency in MS Office (MS Excel and MS Word, in particular)
4. Excellent time management skills and the ability to prioritize work
5. Attention to detail and problem-solving skills
6. Excellent written and verbal communication skills
7. Strong organization skills with the ability to multi-task
8. High School diploma; additional qualifications/certifications/degrees will be a plus

EEO Statement

B2Z Engineering, LLC supports a diverse workforce and is an Equal Opportunity Employer who does not discriminate against individuals on the basis of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other classification protected by law. Drug Free Workplace. Females and minorities are encouraged to apply.

Responsibilities

1. Handle administrative requests and queries from directors and senior managers
2. Organizing and scheduling appointments using Microsoft Office Outlook Software
3. Planning meetings and taking detailed minutes
4. Answer and direct phone calls
5. Write and distribute email, correspondence memos, letters and forms
6. Assist in the preparation of regularly scheduled reports
7. Develop and maintain a filing system
8. Update and maintain office policies and procedures
9. Order office supplies and research new deals and suppliers
10. Maintain Contact Lists
11. Book travel arrangements
12. Provide general support to visitors

Resumes and cover letters can be uploaded onto our website (www.b2zeng.com/careers) or emailed directly to HR Manager, Ileana Treviño (ileana@b2zeng.com).

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