

# **Administrative Services**

## **Assistant 2**



### **Business Services Office (2 Positions)**

This position is located within the Environmental Division Business Services Office and is responsible for meeting the division's consultant contract and related business needs. The position is responsible for the data entry into the office consultant database on a daily basis; preparing accurate documents including work orders and addendum letters, current policy and procedure memorandums; preparing consultant contracts and contract amendments; auditing various consultant spreadsheets and electronic folders on a daily basis to ensure that each contains executed contracts, approved cost proposals, signed work order letters, and any other required documents; and maintaining positive and professional communications with internal and external customers.

This position also supports a variety of offices within the Environmental Division and will require the individual to perform a variety of moderately complex and specialized administrative functions with accuracy and efficiency. The duties assigned to this position require an individual to have the ability to take initiative, and work independently in several areas of office management, including customer relations. Flexibility and excellent interpersonal skills are essential to this position in order to accommodate work conditions as they change.

The preferred candidate will demonstrate exemplary planning and time management skills; ability to work well with all levels of internal management and staff, outside customers and vendors; ability to multitask and prioritize daily workload; high level verbal and written communications skills; discretion and confidentiality; strong knowledge of standard computer software knowledge such as Microsoft Office, Visio, Outlook, Adobe Standard, web browsing, and web site maintenance; working as part of a team; managing multiple emails and calendars; making travel, meeting and event arrangements; memo composition, preparing reports and correspondence; creating presentations; developing and maintaining spreadsheets; coordinating office communication; maintaining a wide variety of paper and electronic documents in accordance with established guidelines and policies.