



**2300 Contra Costa Blvd., Suite 525
Pleasant Hill, CA 94523
925.691.8500**

Employment Opportunity Available

Administrative Assistant

We are a full service right of way consulting firm, specializing in public projects for transportation, utilities, high speed rail, flood control and pipelines. Our clients include federal, utility, state, and local entities as well as engineering firms. We seek to fill a full-time employee position.

Administrative Assistant Job Responsibilities

- Provide administrative support to ensure efficient operation of office.
- Answer phone calls, schedule meeting and support visitors.
- Carry out administrative duties such as filing, typing, copying binding, scanning, etc.
- Completes operational requirements by completing administrative projects and expediting work.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment, calling for repairs, and maintaining equipment inventories.
- Provides information by answering questions and requests both internally and with clients, property owners, professional colleagues, and the public.
- Maintains supplies inventory, anticipating needed supplies, placing, and expediting orders.

Administrative Assistant Skills and Qualifications

- Reporting/Research skills
- Administrative Writing skills
- Microsoft Word, Excel, Outlook, PowerPoint, and Adobe Acrobat skills
- Organization
- Professionalism
- Problem Solving
- Supply Management
- Inventory Control
- Verbal Communication

AR/WS offers a competitive salary schedule and complete benefits program, including 401k and profit sharing; health, dental, and vision insurance; health savings account; flexible spending account and mileage reimbursement.

Please send your resume to Denise Jackson at djackson@arws.com