

ADMINISTRATIVE/TECHNICAL ASSISTANT

HEB Engineers, Inc. is looking for an Administrative/Technical Assistant to join our team in our North Conway office full-time or part-time. We are seeking a self-motivated individual with excellent organization skills and attention to detail, with the ability to work in a fast-paced and deadline-oriented office. With offices in North Conway, NH and Bridgton, ME, HEB offers civil and structural engineering, and surveying services to a diverse clientele. HEB offers employee ownership and fulfilling work opportunities in our growing firm with flexible work schedules and settings. Our generous benefits package includes health insurance, 401k, profit sharing, volunteer time off, and paid time off.

Position Duties May Include:

- » Preparing and editing reports, contracts, forms, correspondence, and presentations for technical staff.
- » General administrative duties, including greeting clients, answering telephones, scheduling, filing, copying, ordering supplies, handling incoming and outgoing mail, and assisting with accounts payable/receivable tasks.
- » Performing other duties as needed to support technical staff and assist department teammates.
- » Additional duties may be tailored based on experience.

Requirements:

- » Excellent communication and time management skills.
- » Ability to quickly adapt to changing needs and work environment.
- » Proficiency in Microsoft Office.
- » Experience working in a professional office is preferred.
- » Experience in any of these areas may be a plus:
 - Marketing
 - Technical Writing
 - Accounting
 - Human Resources
- » High school diploma or equivalent required; Associate's or Bachelor's degree in business/office administration or related field is preferred.

Please send a cover letter and resume to aharris@hebengineers.com.

For more information about HEB, visit www.hebengineers.com.