

ADMINISTRATIVE ASSISTANT (PART-TIME)

PACE Engineers, Inc. is an employee-owned company providing quality professional civil and structural engineering, planning, surveying, and construction management services from offices in Kirkland and Wenatchee, Washington and Lake Oswego, Oregon. We have successfully completed projects for a wide range of clients in both the public and private sectors throughout the Northwest.

PACE Engineers, Inc. has an **immediate opening** in our Wenatchee Office for an experienced, professional, friendly receptionist with strong communication skills and a can-do attitude.

What position we need:

Administrative Assistant

Future team members may apply at:

<http://bit.ly/AdminWen>

What you'll be doing:

- Greet visitors
- Answer multi-line phone system
- Process and distribute mail
- General administrative and receptionist tasks
- Create and edit reports and specifications
- Manage conference room schedules and activities
- Coordinate activities between offices

What we are looking for:

- Administrative/receptionist experience
- Professional and pleasant attitude and appearance
- Excellent attendance record
- Proficient in Microsoft Office (Outlook, Word, SharePoint)
- Comfortable with conference room equipment
- Excellent written and verbal communication skills
- Excellent organizational skills
- Works independently with minimal direction and takes initiative
- Strong orientation toward quality and continuous improvement

What educational background you will need:

- High School diploma or GED required
- Some college preferred or equivalent experience
- Background in engineering, architecture, or construction preferred

What we're offering:

We offer the ability to grow in your profession and advance your career. We also offer a competitive compensation package including:

- Medical
- Dental
- Short and long term disability
- Life insurance
- 401(k) program
- ESOP
- Paid time off
- Transit reimbursement
- Incentive bonuses

PACE is an Equal Opportunity Employer

www.paceengrs.com