



Principal Administrator

KAT MILLER

HAZEN AND SAWYER

Be prepared for plans to change at the drop of a dime. Have a plan B and C.

What does a typical day look like in this role?

Making sure the office is in order, helping wastewater engineers with formatting and packaging specs for clients, expense reports, travel bookings, etc.

What are the possible career progression steps?

“Administrative Assistant > Administrator > Principal Administrator > Senior Principal Administrator” is the hierarchy at Hazen. In other places you may end up in a management role after enough years as an administrator.

What are the most challenging aspects of this career?

Managing many tasks at once.

What are the most rewarding aspects?

Being able to help extremely busy engineers with their administrative work and problem solve office items.

Educational Requirements

What level of education is typically required?

High School, College is recommended

What technical skills are required?

Microsoft Office, data entry, formatting, doc management, expense reports, booking travel, any assistance in anything really.

What soft skills are important

Communication, time management, problem solving/quick thinking under pressure, confidentiality, adaptability, attention to detail, good social skills and being helpful.

What is the typical work setting?

I am hybrid (remote/office.)

What are the usual work hours and conditions?

Monday through Friday 9a-5p

Is travel required?

I do travel to our Cleveland, OH office as well.

What ongoing education or training is required or beneficial?

I attend any and all trainings that Hazen hosts, including lunch and learns relevant to our careers even if they may not apply to me.