



# Principle 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.