

## **POSITION AVAILABLE**

### **PROJECT/ OFFICE ASSISTANT**

Project Assistant for Capital Improvement Projects working under the supervision of a Project Manager.

Project Assistant tasks include: assisting management and delivery of public works and capital improvement projects; budget and schedule tracking; preparing invoices for project reimbursement; processing invoices for consultant reimbursement; miscellaneous word processing as requested; and project filing.

Office Assistant working under the supervision of the Office Manager.

Additional Office Assistant tasks may include: opening/closing the office; processing mail; answering phones; processing staff timesheets with Payroll; office filing; inventory and supply orders; coordinating office equipment maintenance; accounts payable and receivable; and coordinating insurance certificates.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties and responsibilities is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in these classes.

### **TYPICAL DUTIES AND RESPONSIBILITIES** (May include but not be limited to):

#### **Project Assistant**

- Assist with the preparation of Requests for Proposals for outside consulting services for specialized work including design, right-of-way engineering/acquisition, surveying, construction management, and other services that may be required on the Capital Projects.
  - Assist with the management of outside consultant contracts including processing progress payments.
  - Assist with the preparation of state and federal compliance paperwork including Requests for Authorization, Progress Invoices, Award Packages, Final Reports of Expenditure, and other documents as necessary.
  - Assist with preparation of bid summary comparisons in excel format.
  - Assist with the preparation and/or formatting of word and excel documents.
  - Prepare PowerPoint presentations under the direction of a Project Manager.
  - Compile PDF documents and prepare PDF forms.
  - Attend meetings with Project Managers and document Minutes.
  - Set up Meetings in Outlook and/or Teams and/or Ring Central.
-

- Performs other related duties as assigned.

**Office Assistant (May Include)**

- Responsible to answer phones and relay messages; greeting anyone visiting the office; filing office paperwork; overnight mailing; and maintaining mailing logs.
- Responsible to process mail.
- Responsible to assist in maintaining timesheet software.
- Responsible to maintain office inventory and order supplies as needed.
- Responsible to coordinate office equipment maintenance as needed.
- Responsible to coordinate office cleaning service.
- Responsible to assist in preparing payroll worksheets, monthly bill tracking logs; bill processing; process, and managing account receivables.
- Coordinate insurance certificates.
- Running occasional work-related out-of-office errands.
- Miscellaneous duties as required; lifting and/or dragging heavy objects (heavy mail, waste cans, etc.)

**QUALIFICATION REQUIREMENTS:**

- **KNOWLEDGE AND APPLICATION OF:**
    - Public administration, budgeting, and contract management assistance skills.
    - Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
    - Expert in Excel a bonus.
    - General accounting/ bookkeeping skills are a bonus.
  - **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have at a minimum High School Diploma or GED and four (4) years of experience related to project administration. Bachelor's degree from an accredited college or university is a bonus.
  - **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, operation and maintenance instructions, and user manuals. Ability to write clear and concise sections of technical reports specifications and other correspondence. Ability to speak effectively with co-workers and clients.
  - **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
  - **ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: standing, walking, use of hands, climbing stairs, talking, hearing, seeing, and repetitive motions. Some assignments may require occasional pushing, pulling, lifting, Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or
-



Civil Engineering  
Project Management  
Contract Administration

---

otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**SALARY AND BENEFITS:**

- Salary Range: \$40,000 - \$65,000 per year. Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including a cafeteria-style medical/dental benefit, paid holidays, a Safe Harbor 401k Plan, and profit sharing.

*NAI is an Equal Opportunity Employer (EOE).*

The Employment Application is available under **Careers** at [naiconsulting.com](http://naiconsulting.com).

To apply, please send the completed Employment Application and your resume to:

Diana Smith  
NAI Consulting, Inc.  
68-955 Adelina Road  
Cathedral City, CA 92234  
Email: [Dsmith@naiconsulting.com](mailto:Dsmith@naiconsulting.com)  
Phone: (760) 323-5344 Ext 107