
POSITION AVAILABLE

Office Assistant

Office Assistant - Works under the supervision of the Office Manager.

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

Additional Project Assistant tasks may 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.

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):

Office Assistant

- Responsible to answer phones and relay messages; greeting anyone visiting the office; file office paperwork; overnight mailing; and maintain 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 management account receivables.
- Coordinate insurance certificates.
- Running occasional work related out of office errands.
- Miscellaneous duties as required; lift and/or dragging heavy objects (heavy mail, waste cans, etc.)

Project Assistant (May Include)

- 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 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 at 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.

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 a bonus.
- **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have at a minimum High School Diploma or GED and four (4) years' experience related to office 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



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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.

Please send Employment Application and resume to:

Lorissa Gruehl
NAI Consulting, Inc.
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Cathedral City, CA 92234

Email: lgruehl@naiconsulting.com
Phone: (760) 323-5344