

JOB TITLE: **ADMINISTRATIVE ASSISTANT –Minot Office**  
EMPLOYEE TYPE: Clerical  
EXEMPT: No  
REPORTS TO: Branch Office Manager  
DATE PREPARED: December 8, 2011

**SUMMARY:**

Provides general office and administrative functions and technical assistance by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as Receptionist and answers the telephone, greets clients/visitors, and directs them as indicated.
- Responsible for all duties required to produce specification books for the purpose of bidding a project.
- Creates .PDF document of plans and specifications.
- Uploads .PDF plans and specifications to host website and distribute to numerous agencies, contractors, and Builders Exchanges.
- Prepares and distributes addendums.
- Prepares all financial workbooks necessary from bidding to project completion.
- Prepares contracts and assures contract is fully executed between owner and contractor.
- Assists engineers in preparation for preconstruction meetings.
- Processes project payments.
- Advertises projects in trade publications and official newspapers.
- Assists with the development of databases for the purpose of tracking Project progress.
- Creates forms as needed for the engineers.
- Responsible for mass mailings and assists with assessments and ballots as necessary.
- Assists Engineers with the preparation of funding applications, Engineer's reports, and other required documents to secure project funding.
- Produces multiple copies, to include tab dividers and covers, for reports, engineering agreements, and funding applications.
- Assists with Company events when indicated.
- Prepares meeting rooms for meetings (beverages, snacks, lunches, and cleanup).

- Weekly filing and maintaining office supplies.
- Arranges for photocopier and printer maintenance.
- **Other duties as assigned or indicated.**

**QUALIFICATION REQUIREMENTS:**

- High school diploma or general education degree (GED)
- 1-3 years administrative experience in a professional environment required.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, MS Outlook, Access, Microsoft Publisher, and Adobe), or other software Company is utilizing.
- Must be able to work efficiently, handling multiple duties simultaneously.
- Must be able to work under stress in a chaotic work environment, and work overtime if requested.

**Moore Engineering, Inc. has the right to revise this job description at any time. This job description is not a contract for employment, and either the Employee or the Employer may terminate employment at any time, for any reason.**