

# EXECUTIVE ADMINISTRATIVE ASSISTANT



## ABOUT US

You know what we love about our company? We've created an environment where every one of us comes to work each day to do something we enjoy with people we care about. This job is **NOT** for you if:

- You are mediocre, lazy or uninspired
- You take the easy way out
- You handle constructive criticism poorly
- You can't work with a team

On the other hand, if you would rather become an all-star in a growing, dynamic and ambitious team, your world could change. Each project is an adventure, so we're looking for a trustworthy adventure seeker. We like to work hard and improve each day, and we're never afraid of a new challenge. This is what makes us great.

As for what we do, LIVIC is primarily a site/civil engineering firm which focuses on land development, municipal services, traffic and transportation engineering, GIS, and landscape design. With our experienced and dedicated team, we partner with our business community and top industry professionals to provide the responsive, creative and value-driven results that clients demand. Since beginning our firm in 2017, we have continued to work with some of the best clients in the region, clients that we've pursued because of shared values of integrity, hard work, collaboration and responsiveness. Our attention is always on making sure we accomplish what's best for our clients. And because we're a small firm, we aren't bound by corporate stakeholders and policies, so we have an unlimited potential to evolve our business in any direction.

## ESSENTIAL JOB FUNCTIONS

LIVIC Civil is looking to fill a full-time position for an Executive Administrative Assistant. This person is a highly organized, motivated, and detailed individual with good customer service and communication skills. Must be a team player who relates well with our entire team. Our goal is to rapidly expand these responsibilities and for this individual to oversee, manage and be a rock-solid liaison with our external Accounting, Human Resources, Marketing, and Technology business partners.

As we continue to grow, we're always in search of fresh new talent, so feel free to reach out even if you don't quite match the position requirements. As of now, we employ multiple engineers, a few drafting professionals, a landscape architect, a traffic engineer, a structural engineer, and a previous manager of a local retail store, so we have quite the diverse staff in terms of work experience and area of expertise. Generally, if you're willing to learn, we're willing to teach you. Essential job functions include:

- Answer and direct phone calls
- Calendar management, travel arrangements, office management
- Prepare reports and presentations, assist with projects
- Communicate with a host of internal colleagues & external partners
- Coordinate with accounting and human resource departments
- Support managers, directors, and principals through a variety of tasks related to organization, planning, execution, and communication
- Follow up with teams/colleagues/vendors on outstanding information/materials as requested
- Prepare written materials as requested, i.e. memos, meeting agendas, PowerPoints

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- Maintain office supplies, coordinate with Vendors as required
- Prepare and assist with financial reports, invoicing, onboarding, employee engagement events
- May direct and lead the work of others

## PRIMARY QUALIFICATIONS

- Enthusiastic, Positive, Solution Oriented and Driven
- Excellent time management skills and ability to multi-task and prioritize work
- Proficient PC skills, ability to handle multiple projects
- Exceptional interpersonal relations and communicative skills
- Knowledge of office management systems and procedures
- Proficient reading, writing, grammar and mathematics skills
- Strong organizational and planning skills
- Acute attention to detail

## PREFERRED QUALIFICATIONS

- Proven administrative or assistant experience
- Basic bookkeeping, BQE Core experience a plus
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred
- At least 5 years of experience in the field or related area
- Knowledge of Engineering, Land Development, Zoning, Municipal, or PennDOT fields
- Confident and poised with good judgment and understanding of when to resolve something independently versus when to ask for guidance
- Self-motivated and resourceful
- Natural juggler and multi-tasker who is energized by a lot going on simultaneously
- Sense of curiosity and desire to learn
- Ability to apply guidance/direction from one task to another similar task
- Natural tendency to connect the dots from one assignment or piece of information to the next
- Anticipates needs and stays one step ahead