

Prime Engineering, PC

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Prime Engineering, PC is seeking a receptionist and administrative assistant.

Administrative assistant responsibilities include providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The admin job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

RESPONSIBILITIES:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Provide general support to visitors

REQUIREMENTS

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office

Info@PrimeEngPC.com

Attn: Jaclyn Peranteau, PE

Prime Engineering, PC

664 Blue Point Rd

Unit B

Holtsville, NY 11742