

## **Office Manager**

**Civil Works Engineers**, a growing consulting practice in Orange County, is actively engaged in the planning and design of streets, highways/freeways, site civil work, storm water handling, hydrology and hydraulics, utilities, grading, and other general civil engineering work. We are currently seeking for an Office Manager with 2+ years of demonstrated experience in a comparable administrative/executive support role.

The person we seek will support both administrative and marketing functions for the company. Administration support responsibilities include handling various office requirements including reception, incoming phone calls, mail processing and distribution, secretarial support, ordering office supplies, and ensuring office equipment is maintained. Project-related assistance support includes coordinating subconsultant contracts, assisting with invoicing, making calls for accounts receivable, filing, obtaining and maintaining insurance certificates for all projects, proof-reading documents/reports, and coordinating plan set and reports production, as needed.

Previous experience in marketing/administration for architecture/engineering/construction firms is desired. Experience in preparation of competitive Requests for Proposal (RFP) responses is a big plus, but not a must. Experience and capability in document formatting and graphic design software applications are strongly desired. Marketing responsibilities may include preparing proposals and qualifications packages, writing project descriptions, maintaining project/resume database, and completing standardized forms for public agencies and commercial clients.

## **Preferred Qualifications**

- Demonstrated prior experience as Office Manager or similar administrative support position.
- Bachelor's or Associate's degree in English, Communications, Marketing or Journalism preferred, but not required. Other candidates will be considered based on demonstrated relevant experience.
- Minimum 2 years of previous experience in front office administration.
- Detail-oriented, with the ability to manage multiple projects (and deadlines) simultaneously.
- Excellent written and oral communication skills.
- Team player, focused on adaptability, collaboration and support.
- Proficiency in basic office software applications (e.g., Microsoft Outlook, Word, Excel, and Adobe Acrobat a must; InDesign a plus).

Civil Works Engineers is an Equal Opportunity Employer, as defined by the State of California and United States Federal Government. As a culturally and generationally diverse staff, we encourage and embrace candidates of all backgrounds and heritages.