

JOB ID: MAROA2001

# Office Assistant

Marion, IL

## Overview

Hurst-Rosche has an excellent opportunity for an Office Assistant based in our **Marion** office. We are an integrated design firm that unites a dynamic team of architects, engineers, surveyors, and industry specialists driven to help solve our clients' greatest challenges. The duties of this position will include:

- Perform a wide variety of office support functions. These will require proficient use of Microsoft Office Suite, including Word, Excel, Power Point, and other more specialized office applications.
- Will need to work in a very interactive team environment. Will be processing and formatting and preparing technical specifications, business correspondence, reports, and other professional developed documents.
- Will be responsible for a variety of other related office duties. These will not be limited to, but will include establishing and maintaining Project filing, processing of Project paperwork and submittals, processing inbound and outbound mail, and perform other miscellaneous office duties.
- Will be primary attendant of localized phone system. Will include answering phone, ensuring proper routing of calls, and attending to all persons calling or coming into the local office.
- May assist in planning and execution of events, meetings, and other engagements as required.

Qualified candidates will need to provide an in-office sample of typing at a rate of 55 words per minute minimum. Ideal candidate shall have prior experience in an engineering, architecture, or professional service office. An outgoing personality and cooperative personality will be a requirement. Excellent written & verbal communication skills are essential. Duties and activities periodically require light to moderate lifting, physical activity and may be done independently.

As a condition of employment, all employees are expected to complete mandatory training, including compliance training, within required timeframes and adhere to internal policies.

Hurst-Rosche recognizes the value of diversity in our workforce. We are committed to equal opportunity. We consider all qualified employment applicants without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, partnership status, protected veteran status, disability, or any other status protected by federal, state, or local law.