

## **Administrative Assistant**

Join Yorke Engineering, LLC, an Environmental Consulting leader in California that implements Environmental Engineering and Compliance solutions for our clients throughout California. Our mission is to solve environmental compliance problems for industrial and governmental/infrastructure facilities. We are a growing and dynamic organization of highly respected professionals. Yorke Engineering, LLC has assisted over 1,400 client organizations with their Air Quality and Environmental Compliance, Engineering, and Permitting needs. Our philosophy is to efficiently help government and industrial customers with the complex array of environmental laws and regulations. From simple permits to complex agency negotiations, from small companies to the largest of California's organizations, Yorke successfully solves our clients' Air Quality and Environmental challenges. Our team has over 1,000 years of combined environmental experience and consists of engineers and scientists that specialize in Air Quality, Waste, Water, CEQA, Safety, and Industrial Hygiene.

We are looking for a sharp, reliable, and proactive **Administrative Assistant** to join our team. This is a full-time exempt position reporting to our corporate office in San Juan Capistrano, CA during normal business hours. We offer competitive salaries, a full benefits package including Paid Time Off, Holidays, Full Medical/Dental/Vision, along with a 401k program with a generous company match.

### **Position Summary:**

The Administrative Assistant facilitates the efficient daily operations of the corporate and remote offices, supporting employees with their administrative tasks, and provides leadership in administrative projects and initiatives until completion. In addition, this position will support a variety of other business, office, and Executive Management support needs on top of the primary duties listed above.

The position requires a professional individual with a high standard of quality, efficiency, and organization as well as the drive and initiative to complete tasks independently. This position will require the candidate to prioritize multiple responsibilities and pro-actively manage and drive others to complete their tasks by engaging with staff and various departments. The candidate will be required to think critically and solve problems in a self-sufficient manner with support provided as needed.

### **The candidate's experience and qualifications we are seeking include:**

- Lead and manage day to day office support tasks including:
  - Front desk support;
  - Mail/Fedex/UPS management;
  - Office supplies inventory;

- Equipment and supply purchasing for projects;
- Employee travel;
- Answering and directing phone calls to appropriate parties;
- Office management for corporate office and all remote offices and staff;
- Managing third party vendors for service requests;
- Filing, typing, copying, binding, scanning etc.
- Lead efforts as well as support team members with special assignments including;
  - Staff Meeting planning and execution;
  - Holiday parties and special events;
  - Company trainings;
  - Tasks from Executive Management;
- Insurance certificate management for projects by working with the Proposals and Accounting Team;
- Provide additional support for various departments that need assistance i.e. Human Resources, Marketing, Accounting, Technical Editing, Project Support.

**Job Requirements:**

- Bachelor's degree from an accredited university with minimum GPA of 3.0; **GPA will be verified.**
- 2-7+ years' work experience as an Administrative Assistant, Office Manager, Executive Assistant or comparable role in a professional service environment;
- Solid organizational skills including ability to multi-task, prioritize, and work independently;
- Excellent verbal and written communication.
- Ability to think critically and develop solutions.
- Advanced computer applications and strong Microsoft 365, Outlook, SharePoint, Excel, Word, PowerPoint, Access abilities;