

# OFFICE ADMINISTRATOR

We'd rather jump to getting to know you, but I guess we should probably introduce ourselves...

Eriksson Engineering Associates, Ltd. (EEA) provides civil engineering, traffic engineering, and landscape architecture consulting services for clients in the design and construction industry. We collaborate from our three offices located in Chicago, Grayslake, and Milwaukee. Also, specifically experienced professionals work remotely on a full-time basis.

WE'RE LOOKING FOR A FULL (OR ¾ time) OFFICE ADMINISTRATOR TO JOIN US IN OUR GRAYSLAKE OFFICE.

EEA is looking for a smart, fun, ambitious, enthusiastic, and energetic Office Administrator. The ideal candidate will be communicative, spirited, enjoy variety in day-to-day assignments, and will provide key administrative support to the Accounting Manager, Office Operation Managers, Marketing Manager, and the EEA Officers.

## A SNAPSHOT OF A DAY IN THE LIFE OF OUR OFFICE ADMINISTRATOR:

- Provide administrative support to ensure efficient operation of the office.
- Enter bills, expense reports, and credit card receipts into our accounting software for payment.
- Receive payments from our clients.
- Follow-up on monthly billings and collections.
- Backup role for payroll functions.
- Monitor phone and voicemail system.
- Manage supply and equipment inventory for all office locations.
- Manage and continuously implement project archive systems.
- Support Marketing Manager with CRM database entry and report creation.
- Organize, plan, and implement staff events.

## YOU WILL BE SUCCESSFUL IN THIS ROLE IF:

- You are detail orientated.
- You enjoy learning, and you learn quickly.
- You are a team player and enjoy working in a collaborative office environment.
- You will raise your hand and volunteer for new challenges before you are asked.

## QUALIFICATIONS

- Associates degree in Accounting or Business Administration with a minimum of 2 years of related work experience or a bachelor's degree in Business, Accounting, Marketing, Communications, or Human Resources and related work experience.
- Ability to work 30 to 40 Hours per week in the Grayslake office
- Intermediate level proficiency with Microsoft Outlook, Teams, Word, Excel, Access, and PowerPoint
- Experience with QuickBooks or other accounting software preferred
- Excellent writing, communication, and interpersonal skills

## BENEFITS

- Health, Dental, Vision and Life Insurance
- PTO and Flexible Working Hours
- Competitive Salary and 401K Plan
- Educational Assistance and Professional Development Opportunities

## DOES THIS SOUND LIKE YOU?

For immediate consideration, please submit cover letter and resume to Tara Horan via email at [thoran@eea-ltd.com](mailto:thoran@eea-ltd.com).

