

## Administrative Assistant

Stahl Sheaffer is currently seeking to hire an Administrative Assistant in our State College office (30 hours per week) to manage front office and administrative tasks for staff and clients at our headquarters office as well as assist at regional offices.

### Position Responsibilities:

- Proficiently complete daily office administrative tasks using various software including Microsoft Office
- Maintain the company phone systems to answer, screen, and forward calls
- Handle the incoming and outgoing correspondence
- Order and maintain office supplies and equipment for various offices
- Coordinate staff travel needs
- Assist with administrative tasks for client projects
- Assist with administrative tasks for in-house initiatives
- Assist with administrative tasks for marketing initiatives

### Required Skills & Experience:

- Completion of relevant course in business and office-related curriculum
- Ability to be self-motivated
- Strong verbal, written, and interpersonal skills
- Proficiency in Microsoft Office programs
- Strong customer service orientation

### Minimum Requirements for the Position:

- 2+ years of relevant experience
- Ability to lift at least 20 lbs.
- A valid driver's license and daily access to a motor vehicle

# JOIN our team

*We believe our employees make our firm successful, and we continue to seek qualified, highly motivated individuals who share our principles of personal and professional commitment and accountability*

[careers@stahlsheaffer.com](mailto:careers@stahlsheaffer.com)

## Join a firm with the opportunity to:

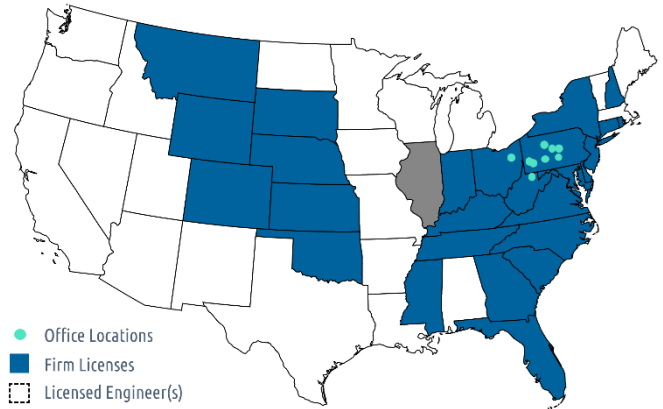
- Build professional skills
- Develop business relationships
- Get involved in company and community events
- Bring value to clients through your contributions
- Celebrate with colleagues

## Our areas of expertise include:

- Bridge design & inspection
- Building structural design
- Construction inspection & administration
- Environmental services
- Geotechnical services
- GIS services
- Site engineering
- Survey & 360° scanning
- Transportation engineering

## Stahl Sheaffer provides an extensive benefits package:

- Nine Paid Holidays
- Vacation and Sick Leave
- PPO Health Insurance
- 401(k) Savings Plan with a Safe Harbor Matching Contribution
- Health Reimbursable Agreement
- Company paid Dental and Vision Insurance, with the option to buy-up to a plus dental plan
- Company Paid Life, AD&D, Short-term & Long-term Disability Insurance with the option to buy-up life insurance
- Flexible Spending Account program
- Licensure Assistance
- Training Assistance
- Educational Assistance



- Canonsburg, PA (Lab)
- Clearfield, PA
- Ebensburg, PA
- Harrisburg, PA
- Selinsgrove, PA
- Southpointe, PA
- State College, PA (HQ)
- Morgantown, WV
- Akron, OH

***Our ongoing relationships with clients and our business development pursuits provide opportunities for cross-discipline collaboration within our firm as well as teaming experience with other AEC firms...among many other benefits!***

