

Office Assistant, Boston, MA

JOB DESCRIPTION

Based in our Boston, MA office, the Office Assistant will provide general office support and perform a variety of clerical activities in support of the operation our multi-state, multi-office professional consulting firm which provides Engineering, Construction Management and Survey services.

RESPONSIBILITIES: (Other Duties May Be Assigned)

The Office Assistant will be responsible for greeting guests, answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, filing, and preparing supply requisitions, as well as additional clerical duties.

- Answering multi-location telephone system and greet guests
- Distributing and sending out faxes, Sort and distribute mail, prepare outgoing mail (USPS, FedEx, UPS and Courier services) and deliver to box
- Maintain postage meter
- Help organize and maintain project/correspondence archives and files (both digital and paper)
- Correspondence filing
- Assist in scheduling conference calls and webinars
- Coordinate the repair and maintenance of office equipment (5 offices)
- Responsible for tracking of equipment use
- Place supply orders, for all offices in accordance with monthly budgets and company policies
- Maintain company phone list and vacation calendar
- Perform general office maintenance including organization and overall cleanliness
- Typing and formatting correspondence and engineering specifications
- Tracking OSHA and safety related certifications
- Assists peers and departmental team members with overflow, special projects and day-to-day tasks
- Provides administrative support including typing, creating and circulating office related correspondence
- Coordinate job postings on both internal and external job boards and websites
- Maintain client email list
- Review Deltek Database Entries for accuracy and completeness: Opportunities and Clients
- Lead office-related vendor management and act as point of contact (office supplies, copier/printer, computer etc.)

REQUIRED SKILLS & ABILITIES:

- Strong organizational skills with the ability to prioritize
- Professional and mature communication style and the ability to interact with all levels in the organization
- Good interpersonal skills and positive attitude
- Problem solver
- Detail oriented and resourceful
- Basic mathematical skills
- Accurate typing skills for word processing and data entry
- Dependable with a strong work ethic
- Desire to work in a team environment
- Able to maintain confidentiality

EDUCATION and/or EXPERIENCE

- High School diploma or equivalent, Associates degree preferred
- Knowledge of administrative and clerical procedures
- Previous experience working in a professional office environment a plus

COMPUTER SKILLS

- Must be proficient user of Microsoft Windows and Microsoft Office Suite (Word, Excel, and Outlook)

EEO/AA – Bryant Associates does not sponsor visas. Candidates must be eligible for employment in the United States of America.



BENEFITS

HEALTH INSURANCE

- MEDICAL AND DENTAL
- VOLUNTARY VISION CARE
- FLEXIBLE SPENDING ACCOUNT

OTHER INSURANCE

- LIFE INSURANCE
- ACCIDENTAL DEATH AND DISMEMBERMENT
- EMPLOYEE ASSISTANCE PROGRAM
- VOLUNTARY LONG-TERM CARE

RETIREMENT

401(K) PLAN

TIME OFF

- 10-PAID HOLIDAYS
- PAID VACATION
- SICK LEAVE
- SHORT-TERM/LONG-TERM DISABILITY
- MILITARY LEAVE
- JURY DUTY LEAVE

CAREER DEVELOPMENT

- TUITION REIMBURSEMENT
- PROFESSIONAL REGISTRATION LICENSING AND CERTIFICATION FEES REIMBURSEMENT
- PROFESSIONAL MEMBERSHIP DUES REIMBURSEMENT
- PAID EMPLOYEE ATTENDANCE AT CONFERENCES/SEMINARS