

Charles D. Gooden Consulting Engineers, Inc.

Open Positions – October 5, 2011

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### **Senior Administrative Assistant**

Candidate must be highly organized, able to work independently, and must have secretarial experience. The admin will need computer skills to deal with budgets, word processing, and desktop publishing. Good writing and analytical skills are a requirement.

- Assist staff with administrative duties as requested including reports,
- Help Project Managers prepare documents such as letters, reports, and spreadsheets
- Learn project specific software
- Helps with document controls and other data entry duties
- Help the Project Managers stay organized by scheduling meetings and maintaining calendar
- Order office supplies and monitor inventory
- Update and maintain mailing lists
- Produce mailing labels and arrange delivery as requested
- Must demonstrate proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience in the engineering or construction industry is preferred
- **Place of Performance: ATSER LP @ 1150 Richcrest, Houston, TX 77060**



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