

ADMINISTRATIVE ASSISTANT

Location: Wyomissing, PA Office

Salary: Commensurate with Experience

JOB DESCRIPTION

RPA is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our 8 Senior Project Managers, assisting in daily project needs and managing our internal administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Office and office equipment. Ultimately, a successful Administrative Assistant should ensure the efficient and smooth day-to-day operation of projects managed by the senior level Project Managers.

Typical Duties and Essential Functions

- Assist in the preparation of project start up procedures
- Organize and schedule meetings, prepare documents for meetings, and take detailed minutes
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Work with Project Managers to ensure timely submissions of monthly billing reports
- Liaise with the Executive and Senior Administrative Assistants to handle requests and queries from Project Managers

Professional Qualities

- Proven experience as an Administrative Assistant or Office Administrative Assistant
- Excellent time management skills and ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Excellent written and verbal communication skills
- Team-oriented personality
- Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint, MS Teams in particular)

Education and Experience

- High School or Associates degree: additional qualification as an Administrative Assistant in the Engineering, Construction, or related industry will be a plus.

Job Type: Full-Time, Hybrid Schedule