

## Job Description

### Part-Time Administrative Assistant

**Position Description:** Part-time position working in an professional office environment answering multi-line phone system, organizing outgoing/incoming documents, preparing documents for clients with utmost accuracy and maintaining filing system for projects.

**Essential Functions:**

- Answer multi-line phone system; direct calls accordingly
- Prepare Transmittals for outgoing documents and drawings
- Coordinate client deliveries and pick ups
- Create and maintain Project files
- Maintain organized dead filing system
- Organize and update plan racks with drawings
- Update office documents as needed
- Expedite Shop drawings
- CD backup of project files
- Process shipping of documents and drawings
- Schedule and organize Lunch & Learn meetings
- Maintain office supply inventory
- Assist Engineers with Specifications
- Maintenance of office equipment
- Other duties as assigned

**Qualifications:**

- Self starter
- Detail oriented
- Prior experience working in office setting
- Proven skills in Microsoft Office: Word and Excel.
- Some college, High school diploma or equivalent.
- Proven skills in basic office functions and procedures.

**Additional Information:**

- Please email resume and cover letter to Suzie at [info@mfec.com](mailto:info@mfec.com) or call 913.322.1400.
- Pay will vary depending on skill and experience
- Opportunity for additional hours or future full time employment