



Nelson Associates Architectural Engineering Employee Job Description Form

Employee Name:		Supervisor:	
Title:	Project Assistant/Receptionist	Department:	Administrative Support Services
Date: (Month/Year)		Salary Range:	\$10/hr. to \$13/hr. Commensurate with experience.
Utilization Rate:	%	<u>Full-Time Position</u> or <u>Part-Time Position</u>	

Note: Job Descriptions define the “position” and job function, rather than the “person” performing the function.

Underline the Salaried/Hourly Status for this position: Hourly *Salaried*

Position Summary: The position requires a positive, bright, energetic, self-motivated person with a variety of office skills, including a proficiency in computer applications for correspondence, spreadsheet creation, and construction document preparation. Excellent communication skills are required for interaction with architects, engineers, vendors, and clients.

Major Responsibilities:

- a. Answering business calls on a multi-line system and greeting all clients, consultants, and vendors daily.
- b. Organization of multiple projects and all affiliated phases and tasks associated.
- c. Typing, proofreading, and finalization of all varied office correspondence (i.e., proposals, meeting minutes, specifications, construction documents, etc.).
- d. Clerical responsibilities (filing, photocopying, data input, records/archiving, etc.). Backup of support staff as needed.
- e. Creating, monitoring, and scheduling of all NAAE Company Calendar Meetings/ Appointments daily.
- f. Some lifting (with 20 pound range limit).
- g. Variety of tasks related to the growth and production of the firm.
- h. Other duties as assigned.

Supervises: Not Applicable.

Education and Experience (Attach Resume):

- a. The minimal amount of education required for this position is High School Diploma.
- b. It is desired that candidates have at least two (2) years previous office experience with telephone reception and computer hardware/software knowledge.
- c. Experience and higher education a plus.

Essential Duties (in accordance with ADA): Must have a NYS Drivers License and be able to work Monday through Friday from 8:00 a.m. to 4:30 p.m. The functions of the position are usually performed sitting, but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Note: Nelson Associates Architectural Engineering Management reserves the right to change or reassign job duties or combine positions at anytime. Our firm is an at-will employer.