

**Position:** Office / Facility Administrator

**Location:** Indianapolis, IN

With a growing company, the requirements for our office space are continuously evolving. Therefore, the Office / Facility Administrator is a key member of our administrative team and is primarily responsible for supporting the daily facility operations of Weihe Engineers.

Established in 1960 and with nearly 90 employees, Weihe Engineers enables its clients with site development projects across the Midwest to build with confidence. Our passionate and experienced professionals deliver best-in-class land surveying, civil engineering, sustainable design, and landscape architecture services.

While reporting to the Director of Administration, you will also work closely with company leadership on facility projects, maintenance needs, and more. With a well-operated office space, we can provide a quality work environment to our team and maximize our performance. Your exceptional communication, organization, and time management skills will be fundamental in your success. And, to serve the company and your fellow teammates, your strong willingness to help when and where needed will be greatly appreciated.

**Responsibilities:**

- Champion facility special projects
- Assist with facilities tasks & vendor management
- Assist with administrative projects and tasks
- Track, order, and stock breakroom & office supplies
- Track/renew professional and firm licensing
- Coordinate project subcontractor process/program
- Support executive management team as needed
- Assist with office file scanning & filing digitally
- Help plan company events as needed
- Perform monthly elevator testing
- Monitor surveillance cameras as needed

### **Qualifications:**

- High School Diploma or equivalent
- Previous experience in an architectural, engineering or project-based professional services environment is a plus
- Excellent organizational skills with ability to multi-task
- Excellent time management skills and the ability to prioritize assignments.
- Self-starter with ability to work independently
- Ability to work in a team setting with a variety of people
- Willingness to contribute when and where needed
- Strong written and oral communication skills
- Solid interpersonal skills that allow for professional levels of communication with staff and clients.
- Proficient with MS Office Suites (Outlook, Word, Excel)
- Working knowledge of Adobe Professional
- Any facilities experience is a plus
- Experience in working with service providers (i.e. plumbers, HVAC, electricians, remodelers, etc) is a plus

### **Compensation and Benefits:**

- Compensation is highly commensurate with experience
- Very competitive and robust benefits package available
- Opportunities for advancement