



**Position:** Billing Specialist & Administrative Assistant  
**Location:** Indianapolis, IN  
**Start Date:** Immediately

### Job description

When you join Weihe Engineers as a Billing Specialist & Administrative Assistant, you'll be in a key role helping assure our continued growth across the Midwest. Our firm specializes in civil / site development, so we are consulting, measuring and designing residential and commercial development projects where people live, work, shop, visit and more.

Our firm is celebrating our 60<sup>th</sup> anniversary in 2020! With such a history and excellent reputation, we're the preferred choice for professionals and clients alike. And, we have been awarded Top Workplaces in 2019 recognizing our culture, leadership and growth.

At Weihe Engineers, you'll enjoy working closely with our Project Managers from project-start to finish. These projects can range anywhere from a few months to a few years. So, there are multiple, monthly billing periods for the same project which need to be managed and billed accurately. You'll also be part of a cohesive administrative team providing support to the firm's executive management as well as our land surveying and civil engineering departments.

If you meet the requirements below and have the following skills, you're a perfect fit for a Billing Specialist & Administrative Assistant role at Weihe Engineers.

### Our Requirements

- High school diploma or equivalent
- Billing experience preferred
- Working knowledge of Ajera accounting software or similar software is a plus (not mandatory)
- Proficient with Microsoft Office
- At least 3 years successful track record of performance

### Your Skills

- Superior attention to detail
- Reputation for accuracy
- High math aptitude
- Passion for crunching numbers
- Multi-tasking mindset
- Problem solver
- Ability to meet deadlines in fast-paced billing cycle
- Good interpersonal communications (in-person as well as over the phone)
- Effectively collaborate and communicate across an organization (all levels)
- Proactive and assertive
- Computer and software savvy
- Enjoys a process-oriented environment
- Fast learner
- Self-starter
- Works well independently or as part of a team
- Coachable

- Team player
- Hard worker

### **Your Compensation and Benefits**

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