



**Position:** Administrative Assistant – Land Surveying Department  
**Location:** Indianapolis, IN  
**Start Date:** Immediately

### Job description

As an administrative assistant, you will be an integral team member helping support a successful and growing 25-person department. While reporting to the department's Vice President, you will also be working closely with the Director as well as several Project Managers to best serve our clients.

Weihe Engineers specializes in consulting, measuring, and designing land development projects. Our clients are owners, developers, and architects looking to transform a piece of land into something new, vibrant, and purposeful for a community... places where people explore, visit, shop, work, play or live.

In our 62nd year, Weihe Engineers is a great place for you to grow your career. Better yet, you'll find a life/work balance (average 40-45 hours per week) that you'll appreciate. Plus, you're paid overtime for when you do exceed 40 hours per week. These are just a few of the reasons we've been named Top Workplaces in 2019, 2020, 2021 and 2022. And we're listed on IBJ's list of Largest Engineering Firms.

### Responsibilities

- Track and file documents at various County Recorder offices via online, mail, or in-person
- Research documents (deeds, plats, and surveys) at County Recorder offices or online
- Update Survey Project Status spreadsheet
- Track and facilitate on-time recording of completed surveys
- Assist supervisors' and Project Managers' word processing needs
- Track and facilitate on-time recording of affidavits
- Assist Executive Management Team as needed
- Maintain office files including scanning, copying, and filing
- Coordinate with other administrative staff to cover overall needs

### Qualifications

- Proficient with MS Office Suites (Outlook, Word, Excel, and Powerpoint)
- Strong time management skills
- Accomplished in multi-tasking
- Excellent organizational skills
- Ability to prioritize assignments
- Ability to work in a team setting with a variety of people
- Strong interpersonal and communication skills (written and verbal) allowing for professional levels of collaboration with staff and clients
- Self-starter with ability to work independently
- Proficient with Adobe Professional (and Bluebeam is a plus)
- Proactive and positive attitude
- Willingness to contribute when and where needed
- High school diploma or equivalent
- Valid driver's license with good driving record

### **Compensation and Benefits**

- Bi-weekly compensation commensurate with experience
- Overtime (paid bi-weekly)
- Eligible for annual bonus
- Company paid health insurance
- Company paid dental insurance
- Vision insurance
- Company paid short-term and long-term disability insurance
- Company paid life insurance
- 401k with company match
- Company paid professional development
- Tuition reimbursement program
- Career advancement
- Flexible work hours
- Casual work environment