



Position: Executive Administrative Assistant – Commercial Development Department
Location: Indianapolis, IN
Start Date: Immediately

Job description

As an Executive Administrative Assistant, you will be an integral team member helping support a successful and growing 20-person department. While reporting to the department's Vice President, you will also be assisting our department Project Managers to best serve our department staff and clients. In addition, you will assist the Vice President's management of the St. Louis office.

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 64th 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 since 2019. Plus, we're listed on IBJ's list of Largest Engineering Firms.

Responsibilities

- Tracking of Key Performance Indicators (Revenue, Proposals, Contracts, A/R)
- Assist updating weekly/monthly department reports
- Updating Top 25 List of Clients monthly
- Schedule department meetings and trainings
- Setting up and tracking Business Development opportunities
- Organization and scanning of invoices and meeting notes
- Organization and tracking of projects
- Assist with proposal research and preparation
- Assist Project Managers word processing needs
- Assist Project Coordinator with project submittals
- Coordinate with Project Managers for updates to various lists
- Setting up and updating subconsultant vendor agreements
- Setting up and updating vendor agreements with clients
- Updating proposal templates annually
- Assist organizing travel arrangements
- Assist professional licensing opportunities and tracking
- Assist with other operational organization such as CAD committee, IT/Facilities
- Assist with interview process for future staff
- Assist Executive Management Team as needed
- 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 supervisor, staff and clients
- Self-starter with ability to work independently
- Excellent training and mentoring skills
- Proficient with Adobe Professional (and Bluebeam is a plus)
- Positive and proactive 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
- Employee referral bonus program