



ELECTRICAL CONSULTANTS, INC.

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

Administrative Assistant

Location: Madison, WI

Description: Electrical Consultants, Inc., a leading power engineering consultant firm, has an immediate opening for an administrative assistant in Madison, WI. The successful candidate will be responsible for the day-to-day overall support functions for a regional office of approximately 70 employees. ECI specializes in engineering services to electric utilities (substation, protection, transmission) alternative energy systems, communication, oil/gas, mining and heavy industry. Under general supervision, this position will report directly to the Office Manager, provide a combination of receptionist, telephone, and administrative assistant duties.

Responsibilities include but are not limited to:

- Monitoring and screening incoming telephone calls and visitors
- Manage incoming and outgoing mail
- Communicating, coordinating, and following up (written and verbal) with office and corporate staff members on all requests
- Monitoring office supply inventory and order as needed
- Project and marketing support including copying, printing, scanning, filing, dictation, assembling of books, reports, and drawing sets
- Assisting business development staff when requested with clerical tasks
- Monitoring fleet usage and maintenance
- Coordinating with the corporate accounting department on expense and timesheet submittals, invoice review and transmittals including field personnel paperwork, coordinating expense and timecard entry for remote field staff
- Overseeing and assisting with the preparation of common areas for activities or meetings when requested
- Assisting with regional office events (summer picnic and holiday party)
- Assisting senior managers with report production utilizing MS Access software
- Other tasks as directed

Minimum Requirements: Associate's degree and 2+ years of related experience or high school diploma and 4+ years of related experience required. Working knowledge of MS Office (Word, Excel, Access, and PowerPoint) required; skills testing may be administered at the time of interview. Proven effective verbal and written communication skills, proven excellent level of interpersonal skills, ability to work individually and on a team, ability to work with confidential information, and attention to detail required. Successful applicant must be accurate at typing and have strong word processing skills. The successful applicant must be able to be present in the office during normal business hours. Successful applicant may be subject to client mandated drug and background checking. Occasional travel/driving may be required. Successful applicant is subject to ECI's auto insurance carrier requirements. **Successful applicant must not require immigration sponsorship now or in the future.**

Salary commensurate with experience and education. Benefits include:

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

Electrical Consultants, Inc. (ECI) employs over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submit letter of application, resume and list of three professional references to: hrdirector@ecibllgs.com

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