



ELECTRICAL CONSULTANTS, INC.

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

Administrative Assistant

Location: Phoenix, AZ

Description: Electrical Consultants, Inc., a leading power engineering consultant firm, has an immediate opening for an administrative assistant in Phoenix, AZ. The successful candidate will be responsible for the day to day overall support functions for a regional office of approximately 45 employees. ECI specializes in engineering services to electric utilities (substation, protection, transmission) alternative energy systems, communication, oil/gas, mining and heavy industry.

Responsibilities include but are not limited to communicating and coordinating with the Phoenix office General Manager, the SW Region Vice President, group managers and supervisors on all office activities; scheduling and monitoring staff travel arrangements; coordinating the office fleet management program including enforcing company policy use, cleaning and maintenance; communicating and coordinating with Corporate staff on matters concerning the office; assuring that the office equipment and supplies are maintained and are in a high level of working condition; initiating, managing and coordinating office arrangements with outside vendors for cleaning, landscaping, food/coffee vendor services, printer and plotter maintenance services, suppliers, etc.; becoming familiar with all office leases to ensure adherence; providing project support to a variety of project teams including dictation, copying, filing, meeting notes, assembling of books, reports, drawing sets, establishing filing systems and coordinating project meetings; providing administrative support including dictation, meeting notes, reports; managing the office inventory system for reported equipment such as computers, printers and plotters; overseeing the office filing system as it relates to operational records; coordinating office trainings (seminars, technical courses); planning and executing regional office summer and winter party events; providing office and administrative support 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 will 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 package includes:

- Health, Dental and Vision Insurance
- Flexible Spending Account
- Life Insurance
- Short and Long Term Disability Insurance
- 401(k) Retirement plan
- Profit Sharing up to 15% of base wage (capped)
- Paid vacation, personal days and holidays
- Paid Professional Society Dues
- 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

An Equal Opportunity Employer