



Job Description: Administrative Assistant (Corporate Services)

Alternative Titles: Administrative Assistant

Revised: January 15, 2010

Business Unit: Corporate

Employee Type: Non-Exempt

Reports To: Administrative Service Manager

Purpose: Assist Corporate Services departments (e.g. Estimating, Procurement, Safety, Workforce Development, Project Controls) in their functions by providing administrative support.

Work Schedule: 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday. Work schedule may allow some flexibility.

Essential Skills *(may include but are not limited to the ability to)*

- Prepare and distribute project correspondence files and letters
- Prepare, edit, copy, bound, and distribute project reports under direction of the department personnel
- Organize large amounts of information into a coherent, meaningful format in a timely manner
- Gather and expedite information from various parties
- Assist in general administrative tasks such as faxing, copying, filing, organizing, mailing, document development
- Assist in maintaining the electronic files system and standard documents using Microsoft Office and other software
- Organize and schedule gathering events such as webinars, meetings, training sessions, etc.
- Prioritize tasks with little supervision
- Work in fast pace environment.
- Work within company policy as outlined in the Lauren Engineers & Constructors Craft Handbook and in compliment with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the supervisor as needed.

Essential Qualifications

- Five (5) years of professional office environment experience, which required interaction with internal and external customers
- Advanced level of computer skills including Windows 2007, Excel, Word, Power Point, SharePoint and Microsoft Outlook
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)
- Spanish fluency (reading, writing, speaking) preferred

Physical Requirements

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate object

Tool/Personal Protective Equipment Requirements

- n/a

Environment: Work usually takes place in an office setting.

Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date