Office Technology Majors
Job Title: Administrative Assistant

Company
Pathfinder Engineers & Architects LLP
134 South Fitzhugh Street, Rochester, NY 14608
https://www.pathfinder-ea.com/

Position
Pathfinder Engineers and Architects LLP is accepting resumes from qualified candidates to fill the position of Administrative Assistant. Initial interviews will be held virtually. The position is intended to start in early June.

Duties include, but are not limited to:

- Assisting technical staff with reports, specifications and project administration
- Maximizing office productivity through proficient use of appropriate software applications
- Maintenance of contacts data base and office calendar
- Greeting clients, vendors and other visitors; coordinating vendor appointments and lunch & learns
- Answering and directing incoming calls
- Assist with in-house communications
- Handling all shipping and mail, including the maintenance of appropriate records
- Occasional errands outside of the office
- Ordering of office supplies
- Coordination of service calls on general office machines, building and grounds maintenance
- Coordination and maintenance of offsite record storage
- Making travel and event arrangements upon request
- Acting as coordinator for charity/volunteer and office events
- Assist in monitoring and implementing emergency, safety and COVID 19 office protocols

Education/Experience
Qualified individuals will possess an Associate’s Degree or a minimum of two years of related experience. A Notary Public is preferred. If not currently a notary public, must obtain a license within six months. Other qualifications include good oral and written communications skills, advanced typing skills, a proficiency in MS Office (Word and Excel), and a willingness to learn industry specific computer software.

How to Apply
Please email your resume to labraham@pathfinder-er.com