

Administrative Assistant – Project Management Dept.

Wiegmann Associates is a growing nationwide design/build mechanical engineering and contracting firm based in St. Louis, MO with approximately 115 employees.

Since 1995 Wiegmann Associates has engineered and installed more than \$1 billion in cost-effective and energy-efficient mechanical, HVAC and refrigeration systems in a wide range of industries including senior living, food and beverage distribution, healthcare, multi-family, office/warehouse, industrial and commercial. Wherever the project is located, Wiegmann Associates will complete it on time and within budget. Learn more at wiegmannassoc.com.

Summary

Wiegmann Associates is searching for an Administrative Assistant join our team. This Administrative Assistant will support our Project Management team as well as other general office needs.

Job Responsibilities & Requirements

Project Management Support

- General administration support to the project management team

- Attend weekly project management department meetings

- Contract processing: review and redline contract documents, setting up jobs in the system.

- Prepare and enter purchase orders, change orders, subcontracts, RFIs, O&Ms, permit assistance, etc.

General Office Administration:

- Marketing support projects

- Certificate of insurance support and tracking

- Manage multiple tasks on a daily basis

Report Management:

- Maintain multiple Excel reporting lists and tracking spreadsheets

Communication / Interpersonal:

- Maintain positive relationships with personnel in other Wiegmann Associates departments

- Coordinate with other Wiegmann Associates departments including project management, accounting, sales & estimating, engineering, & temperature controls

Desired Traits

Positive attitude

Strong attention to detail

Excellent organizational abilities

Results-oriented; persistent; proven problem-solving skills

Strong interpersonal skills and customer service skills

Ability to manage multiple priorities simultaneously; ability to work successfully in a team environment yet work independently with minimal supervision

Ability to interact professionally with all levels within the organization, customers and others

Trustworthy, ability to maintain confidentiality

High Aptitude and willingness to learn new skills, new technology

Growth mindset

Proficient in Microsoft Word, Excel, PowerPoint, and e-mail communication. Strong written and verbal communication skills required.

Skills and Experience

Experienced Administrative Assistant 5+ years preferred.

Knowledge in legal, construction, or engineering a plus but not required.

Physical Demands:

Performance of the general office work duties may require physical ability to sit for long periods while operating computer, stand, & walk.

Schedule:

Monday – Friday, 8 hour day with some flexibility on start/end between 7:00 AM and 5:00 PM.

Compensation and Benefits:

Competitive base salary, medical and dental insurance, 401k plan, vacation, holiday, and sick time.

For more information, visit our website at wiegmannassoc.com.