

## Engineering Administrator for MBA Engineers, Inc.

Are you looking for a work environment that values your creativity and effort?

We need your organization and innovation skills to help us continue growing as a company. MBA Engineers, Inc. is a 95-year-old company with a growing geotechnical and construction materials testing engineering department, looking to add dynamic and organized people. Our company provides a culture of personal and professional growth through teamwork, flexibility, imaginative thinking, and a mutual dedication to improvement. You will play a key role in leading the smooth functioning of our administrative processes and contribute to the success of each project. If you are a motivated, insightful, and open-minded individual, our team is a place for you to thrive.

We are seeking a full-time Engineering Administrator to join our team! You will provide office and administrative management for the day-to-day engineering operations of the geotechnical and materials testing division.

A Typical Day May Include:

- Collaboration with various teams to facilitate seamless communication and workflow. This includes incoming and outgoing email and phone calls from clients, engineers, architects, contractors, technicians, and others.
- Providing scheduling management for project site visits for engineers and technicians.
- Assisting in the preparation and organization of reports, presentations, and other essential documents.
- Coordinating travel arrangements and accommodation for staff members.
- Assisting in the organization and execution of company events, meetings, and conferences.
- Developing creative ways to improve office efficiency and help to enhance department development and positive company culture.

Qualifications:

- High School diploma or GED
- 0-5 Years' Experience
- Administration experience is preferred.
- Strong organization and leadership qualities
- Team player
- Deadline and detail-oriented
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint

**Please email your resume to [dthornbury@mbasei.com](mailto:dthornbury@mbasei.com) or [mangwin@mbasei.com](mailto:mangwin@mbasei.com).**