

THRASHER

Job Title: Administrative Assistant

Location: Charleston, West Virginia

Type: Full-Time

Pay: \$17.00-\$18.00 an hour

The Thrasher Group, Inc. is a full-service architecture, engineering, and field services consulting firm with a rich resume of project success all throughout the Mid-Atlantic region. Our team of skilled experts delivers a vast array of professional services to clients across five major markets: architecture, land development, water resources, transportation, and energy.

We are seeking an energetic, experienced professional to complete our administrative team in the Charleston, West Virginia, office location. Our administrative professionals help to set the pace and tone of our offices. Candidates who handle tasks with urgency and act with purpose and intention will thrive. If you are a professional who thrives in a fast paced environment, then check out the job duties below.

In this role, you will be asked to:

- Answer, direct, and transfer phone calls promptly
- Greet, announce, and direct all visitors in an inviting manner
- Handle incoming and outgoing mail
- Format and edit letters, reports, and all other correspondences from initial drafts to client deliverables in an efficient, timely manner
- Coordinate logistics for all off-site meetings and conferences
- Maintain protocol for proper documentation, filing, and submitting
- Review and edit contractual and technical specifications for errors and formatting
- Communicate with staff in other office locations to coordinate company-wide event participation
- Be an active member of the QA/QC team

Qualifications:

- A high school diploma or equivalent
- Be 18 years of age, or older
- Possess a valid U.S. Driver's License
- Experience working in an administrative capacity or with the public, is required
- Basic computer skills, inclusive of Microsoft Word, Excel, PowerPoint
- Have the ability to work a set Monday- Friday schedule

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The Thrasher Group Inc. provides an excellent benefit package which includes health, dental and vision insurance, company paid short- and long-term disability, 401K matching, paid-time off, tuition assistance and much more.

An emphasis is placed on professional development which includes structured goal setting and specialized training opportunities. Professional development is monitored and recognized bonuses and annual salary reviews.

In promoting a family-oriented culture, we recognize the importance of work life balance and schedule flexibility.

The Thrasher Group Inc. conducts pre-employment drug screens and background checks on all applicants who accept offers of employment. Authorization to work in the United States is a precondition of employment. "EEO/AA/E-Verify