



ADMINISTRATIVE SERVICES / Office Assistant

If you are an excellent communicator, someone who takes pride in your work, is committed to providing exceptional customer service, and is a team player with a friendly and positive attitude, we would like you to join our team.

We are seeking a full-time administrative professional for our Folsom HQ office. This is a support position, where you will perform customary administrative functions in support of our engineering and environmental staff. This opportunity is ideal for you if you are dependable, adaptable, detail oriented, and able to complete tasks with minimal supervision.

At Dokken Engineering, we deliver innovative engineering and environmental solutions for local, state, and federally funded public works projects. Our core focus is infrastructure: *roadways, bridges, highways and interchanges, bicycle and pedestrian paths, dams, and other public works facilities.*

Duties & Responsibilities:

- **Front Office:** Answer, screen, route and/or page phone calls to appropriate party; greet and assist visitors; process/sort incoming and outgoing mail and overnight packages; maintain project administration/contract files and insurance certificates; and archive files to on-site storage, as directed.
- **Scheduling:** Make travel arrangements (flights/hotel/car) and maintain update-to-date travel calendar; keep accurate calendar for conference and training rooms to avoid conflicts; take charge of the fleet vehicle check-out calendar and vehicle maintenance schedule.
- **Purchasing and Accounting Support:** Bi-weekly office and break room supply purchases; review subconsultant invoices for correct billing rates, personnel, and math accuracy; assist with weekly vendor check run processing; collect checks and generate check log for A/R processing; maintain log of incoming contracts and amendments; and file and maintain vendor records.
- **Marketing Proposals and Engineering Reports:** Assist staff with routine editing and formatting on proposals and reports; facilitate production of these documents (printing/binding).
- **Event Planning:** Assist with planning/organizing office events, i.e., holiday party; company picnic; staff appreciation; team building, and association activities, etc.
- **General Practice:** Attend work daily and regularly from 8 a.m. to 5 p.m. Maintain polite and professional communication via telephone, e-mail, mail and in-person. Business casual attire.

Preferred Traits/Abilities:

- A self-starter, with ability to work with minimal direction and supervision.
- Ability to multi-task and prioritize deadlines in a fast-paced environment.
- Strong computer skills with competence in Microsoft Word, Excel, PowerPoint, and PDF programs.
- Excellent organization skills, detail-oriented and superior follow-up skills.
- Positive attitude with willingness to assist others.
- Excellent communication skills and friendly demeanor.
- Consistent work history.

FLSA Status: Non-Exempt

Schedule: Full-time; Monday to Friday, 8:00 am to 5:00 pm; in-person

Pay Range: \$20.00 to \$30.00 per hour DOE; plus overtime, as needed and authorized

Benefits:

- Paid holidays (10 days)
- Fifteen (15) days of paid time off (PTO)
- Comprehensive health insurance including *medical, dental* and *vision* with plan premium as low as \$17.00/month.
- Employer-paid life Insurance (\$70,000 face value) and long-term disability insurance (66 2/3% of monthly income)
- Retirement benefits including 401(k) Profit Sharing Plan and Employee Stock Ownership Plan

Introductory/Probationary Period: At-will employment; 90-day probationary/introductory period

Location: Folsom, CA

Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Will sit, stand, or walk short distances for the entire duration of a work day.
- May stoop, kneel, or bend, on an occasional basis.
- Occasionally will climb stairs, step ladders, etc.
- Will lift, push, or pull objects on an occasional basis.
- Required to use hands to grasp, lift, handle, carry or feel objects on a frequent basis.
- May reach above shoulder heights and below the waist on a regular basis.
- Will use telephone, computer system, email, or other electronic devices on a regular basis to communicate with internal staff and external clients, vendors, and the public.
- Will interact with people frequently throughout a workday.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

NOTE: Job duties and responsibilities are subject to change at any time and may include other tasks, as assigned.

Equal Opportunity Employer Statement:

Dokken Engineering is committed to providing a workplace free from discrimination or harassment. There shall be no discrimination on the basis of age, disability, sex, race, national origin, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, sexual orientation, military service, or political affiliation.

We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.