DEPARTMENT: Engineering

POSITION: Administrative Assistant – Engineering

REPORTS TO: Chief Engineer

SCOPE: Provides administrative support to the Engineering Department

RESPONSIBILITIES:
- Post and distribute work schedules as required.
- Schedule replacements.
- Process time off requests for departmental employees.
- Input work schedule into the ABI timekeeping system
- Reconcile punch detail reports.
- Research and reconcile pay issues with payroll/HR.
- Order uniforms and resolve issues with the uniform provider as required.
- Perform general administrative office functions.
- Maintain adequate office supplies for the engineering department.
- Receive and distribute mail for the engineering department.
- Prepare purchasing requisitions for manager’s approval.
- Research products and vendors as needed in conjunction with Purchasing
- Prepare and distribute damage and accident, injury and illness reports.
- Manage, input and close out work orders into Altum.
- Handle multiple phone lines.
- Other duties as assigned by the Chief Engineer or Assistant Chiefs.

QUALIFICATIONS:
- High School Graduate or GED
- 3 years admin experience; higher education may substitute for one year
- Construction or Project Management experience preferred
- Excellent communication skills, verbal and written
- Technical training or strong math aptitude helpful
- Must be highly organized
- Strong interpersonal skills – ability to work well with different groups of people at all levels of the organization
- Ability to handle multiple priorities and meet deadlines
- Must have intermediate level skills using Microsoft Office Suite including Word and Excel.
- Must have ability to learn ABI timekeeping and Altum tracking systems
- Must be able to adhere to a flexible work schedule if required.
- Must be able to work independently and within a team on special projects.
- Answer and screen multiple phone lines.

ASM Global/Moscone is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with arrest and conviction records.