

## **Brandstetter Carroll Inc.**

Administrative Assistant

Requirements:

- Transcribe correspondence, conference memorandums, field reports, and other documentation for engineering projects
- Prepare daily shipments
- Distribute incoming mail
- Answer all incoming phone calls and transfer them appropriately
- Perform copying, filing, and faxing
- Create and manage electronic document file structure and keep with naming convention in accordance with company standards.
- Assist with organizing and coordinating with appropriate staff any work activities such as "Lunch-n-Learns."
- Prepare contract documents using AIA software
- Prepare specification documents using MasterSpec and Specs Intact software

Please contact:

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