COURIER/ADMINISTRATIVE ASSISTANT

Posting ID: EM18707421
Company: Geotechnical & Environmental Services
Company Website: http://www.gesnevada.com
Work Location: Las Vegas, NV
Salary: $12.50/hourly
Position Type: Part-Time
College Major(s): Civil Engineering (CEE), Construction Management (CEM)
College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore

OVERVIEW

Geotechnical & Environmental Services, Inc. (GES) is accepting applications for a part-time courier/administrative assistant. This is a great opportunity to learn about GES and be exposed to various aspects of engineering and project management.

Roles and Responsibilities
The ideal candidate will be proficient in operating a computer and have general knowledge of how an office operates. The administrative courier works closely with the Administrative Manager and other clerical staff in accomplishing document and data processing and distribution. He or she must be able to respond to the needs of several staff members and clients at once, using tact and diplomacy. Maintains the daily flow of documents and data, while meeting required deadlines, and adhering to the company’s established goals, procedures and professional standards.

Education and Qualifications
- Computer proficiency
- Good driving record

How to Apply
Please email resumes to: destiny.thompson@gesnevada.com