

Location: Wichita, Kansas

Project Administrator / Administrative Assistant

Position Type: Full-Time Hourly

Basic Function

As a Project Administrator (PA), you will support the professional and technical staff of Allied Environmental in the day to day operations of the company.

Responsibilities

A PA's primary responsibility is to provide administrative support to the project managers. Tasks will include: formatting and submitting professional documents and contracts to clients; database entry and electronic file management; historical archiving; answering telephones; scanning documents; scheduling travel arrangements, training and conferences; and other miscellaneous administrative tasks.

Minimum Qualifications:

1. Three (3) years experience in Administration and/ or Secretarial (Preferably in a Consulting Environment)
2. Extensive knowledge of Microsoft Office 2007 (Word, Excel, Outlook, Access & Power Point)
3. Excellent written and verbal communication skills.

Compensation / Benefits

We offer competitive wages, health/dental/life insurance benefits, paid vacation, paid holidays, and a retirement savings package.

Contact

Perspective candidates interested in this position may respond to this announcement by email to aechr@alliedenvironmental.com or by sending your resume and references directly to Human Resources, P.O. Box 234, Wichita, Kansas 67201.