

STRUCTURAL ENGINEERING AND INSPECTIONS, INC.
SEI

Job Opening - Administrative Assistant

Job Description for Administrative Assistant (Full Time Position)
SEI is a Professional, No-Smoker, and Drug Free Work Place.

Date: April 13, 2009

Required Skills:

1. Microsoft Office including Access, Excel, Outlook, Word
2. Letter writing skills (Grammar, Formatting, Spelling, Etc.)
3. Telephone etiquette, Good phone voice
4. Organizational Skills - Scheduling
5. Inter-office communication
6. Attention to Detail
7. Internet Shipping
8. Customer Relations

General Duties:

1. Scheduling of appointments / inspections
2. Starting reports / letters from templates
3. Answer incoming phone calls
 - a. If technical assistance is needed, transfer call appropriately.
 - b. If a person wants a quote for service, take down all vital information and a engineer will return the call.
 - c. Handle the call if the information requested is of a non-technical nature, i.e., job status, printing requirements.
4. Filing by job number
5. Correspondence / Follow up with clients
6. Supply inventory / organization
7. Retrieving files for engineers
8. Shipping

Please E-mail Resume to **hr@seitampa.com**