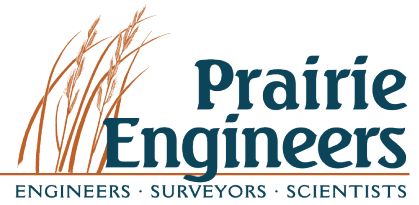


Administrative Professional



Prairie Engineers, P.C. is seeking an experienced Administrative Professional to join their team.

Looking for a company that will appreciate your attention to detail and willingness to problem solve?

As a progressive and growing business, Prairie Engineers offers you the ability to work on a wide range of challenging tasks within a collaborative and highly functional team. Our ideal candidate has a “can do” attitude and extensive administrative experience in an engineering related field. The successful candidate will be a self-starter and demonstrate successful prior experience with general administrative duties, including document organization, office communication, and creating reports.

We offer a flexible work environment, work from home opportunities after an initial in-office period, and career growth plans to meet your individual needs while providing a competitive salary and benefits. We will accommodate this full-time position in our Washington, IL office.

Job Functions

Office communications and correspondence

including emailing, answering the telephone, processing mail, creating and maintaining project files, and greeting guests as they enter the office

Scanning, copying, and maintaining

electronic and paper records

Observing, receiving, and otherwise

obtaining information from relevant sources

Assist with

business registrations, project related reports, maintenance records, certifications, and prequalifications

Organize and track

professional service agreements and subcontractor agreements

Maintain

office supplies and general office organization and other duties as assigned

Minimum Qualifications

Education: A Bachelor’s Degree in a business related field or a High School diploma with 2+ years of administrative experience

Experience: 1+ year of administrative experience

Communication: Excellent verbal and written skills

Software Experience: Proficient in Microsoft Office apps

Ideals: Professional, positive attitude with a strong work ethic

Teamwork: Ability to work both independently and as part of a team

Responsive: Communicate openly, proactively, and promptly

Safety: A valid driver’s license and a clean driving record

Preferred Qualifications

Software Experience: Proficiency in Microsoft Access, SharePoint, Deltek, Ajera, and a CRM

Industry Experience: Knowledge of architecture/engineering/construction industry

We are an equal opportunity employer that recognizes the value of diversity. All qualified individuals will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other legally protected status.

Preference will be given to applicants who reside in a HUBZone as defined by the US Small Business Administration. For a map of certified HUBZone areas, please refer to the following website: <https://maps.certify.sba.gov/hubzone/map/>

Potential candidates for this position should **fill out an application** at www.prairieengineers.com and contact Prairie Engineers via e-mail at jobs@prairieengineers.com.

Prairie Engineers is a full-service engineering, geospatial, and environmental science consulting firm delivering sustainable infrastructure solutions to improve our natural and developed environment. We are a woman-owned firm with offices in Columbia, Hillsboro, Washington, Champaign, and Springfield, Illinois; Keokuk, Iowa; Hazelwood, Missouri, and Vicksburg, Mississippi.

Some Benefits of Working at Prairie

Schedule flexibility. We may accommodate non-routine schedules, part-time professional positions, and personal leaves of absence if needed. Need to match your kid’s school schedule, reduce hours during the summer or holidays, or work evenings instead of mornings? Let’s make a plan!

Location flexibility. We may accommodate work from home, work from the office, or a hybrid solution.

Ample time-off. We are looking for a candidate who will give it their all when they are at work, and we recognize the need to “recharge your batteries” so you can continue to give top-notch service to our clients. We give 160 hours of PTO to staff with under 10 years of experience and 200 hours of PTO to those over. In addition, we’ll give you an extra 8 hours for every 5 years with our company.

Paid premium overtime. The first 80 hours of overtime goes into a comp time bank which you can use as additional paid time off. If you work more overtime than that, we pay 1.5x your hourly pay rate. Not just for entry-level positions, but for almost all professional positions.

Generous benefits. A fully paid health insurance premium combined with an HRA for your annual deductible pays 100% of your routine and minor healthcare costs. Plus, life, AD&D, short term and long term disability – with all insurance effective on day 1 of your employment. A 401k that doesn’t require a match – you’ll get 3% AND the freedom to invest your money how you want.

A bonus that rewards your efforts. We want people who will work hard with a “can-do” attitude and give our clients top notch service, and we expect to reward you for that effort! We distribute approximately half (yes, half!) of our post-tax profits in our bonus program. 30% of that is pro-rated based on salaries for everyone who has been with us for over 12 months. We are a team and it takes all of us working together to succeed. 70% of the bonus program is solely performance-based and rewards those that go above and beyond. We recognize individual contributions for each year.

Prairie Values

People Focused. We prioritize relationships, foster team growth, and promote a culture of inclusion and development.

Can Do Attitude. We positively engage with challenges to form flexible and innovative solutions.

Responsive. We communicate openly, proactively, and promptly.

Prairie Engineers is the Small Firm Winner of the “**Best Places for Engineers to Work**” by the Illinois Society of Professional Engineers for 2021! See what our employees have to say: <https://lnkd.in/dPwzv7r>

For additional information regarding our company and benefits offered to our employees, please visit our website at www.prairieengineers.com.