

OFFICE/PROJECT ADMINISTRATOR

Wallis Engineering is a general civil engineering firm of 20 employees located in the Portland metro area, with an exciting opportunity for a person with a unique combination of skills and aptitudes. We offer a team oriented workplace and a work environment that encourages a positive work/family balance.

This highly self-directed position requires someone with experience and skills working in two worlds: billing and financial reporting; and editing and technical writing. General office skills and the ability to work as part of an administrative team to support our staff of civil engineers are also required.

JOB EXPECTATIONS:

The Office/Project Administrator will work in several major areas to provide leadership for project and financial administration to engineering and support staff:

- Project Administration -Lead project set-up, financial follow-up, and interface with client's accounting departments. Prepare agreements and supplements, including editing scopes of work and fee estimate spreadsheets. Review contracts, accompanying accounting paperwork, correspondence, and related support documentation for projects. Ensure project closeout completed in a timely manner.
- Financial Administration - Prepare monthly billings in accordance with project agreements. Maintain contract files and track project budgets. Monitoring A/R. Serve as backup bookkeeper as needed, working with complex and confidential information.
- Office Administration - Prepare and/or edit and format technical reports, memos and specifications using MS Word and Excel. Work as part of an administrative team, and assist with general administrative tasks, including reception and phone duties as necessary. Assist with Human Resources and other special projects that may arise as needed.

QUALIFICATIONS:

- Minimum of 6 years of experience in professional services industry. Bachelor's degree preferred.
- Experience with A/E industry highly desirable.
- Strong organizational skills and ability to adapt to shifting priorities and directions.
- Excellent written and verbal communication skills.
- Ability to multi-task, prioritize and work independently and in a team environment, often under tight deadlines.
- Attention to detail and excellent follow-through skills.
- Demonstrated expertise with Microsoft Office tools (Word, Excel, PowerPoint, Outlook).
- Knowledge of Bookkeeping software (for example: BillQuick, Quickbooks, Ajera) a plus.
- Knowledge of Adobe Suite (Acrobat, Illustrator, and Photoshop) a plus.

BENEFITS:

Wallis Engineering offers a generous benefits package with a competitive salary, health/dental insurance, and 401(k) retirement plan.