

Administrative Assistant

ARCHITECTURE AND ENGINEERING CONSULTING; FULL-TIME; PASADENA, CA

ABOUT FEC

Falcon Enclosure Consulting, Inc (FEC) was founded in 2017 to provide a unique, practical, and more effective perspective on building enclosure design and building science. Years of expertise from different segments within the construction field have provided the knowledge and experience to be unique among consulting firms. FEC's technical knowledge and hands-on experience provides a unique perspective on construction allowing us to recommend not only feasible, but practical solutions for even the most complex projects that are constructible, cost-effective, and minimize schedule impacts.

JOB SUMMARY

Falcon Enclosure Consulting, Inc. (FEC) is seeking an Administrative Assistant. The successful candidate will be responsible for formatting and compiling proposals, reports, correspondence, bulk mailings, administrative assistance for the office, and creating and editing various documents of a technical and confidential nature. This position is full-time Monday through Friday, 8:30am – 5:00pm. The candidate must be willing to work overtime as required.

The Administrative Assistant must also have extensive experience in Microsoft Office and possess exceptional organization skills with the ability to prioritize, multi-task and be resourceful to get the job done. Primary job functions include report, proposal and letter preparation; answering phones; calendar and email management; scheduling appointments and meetings, team coordination and collaboration; filing, copying, collating and binding reports, data entry, assisting with mail, and assisting technical staff reports.

At FEC, client relationships are a key focus of our business no matter your position within the company. All employees need to be able to network and work directly with clients in order for our clients to trust you and feel comfortable contacting you. Administrative Assistants will be expected to assist in event planning and execution which includes coordination with clients and new contacts.

TYPICAL DUTIES & RESPONSIBILITIES

- Provide administrative support for co-workers.
- Ensure successful workflow regarding contacts, scanning, filing, photocopying; review mail and compose, prepare or ensure timely responses to a variety of written inquiries; distribute mailings.
- Assist with the preparation of proposals, reports, memorandums, correspondence and various documents utilizing templates; copy, collate, bind and staple reports and other duplicated material.
- Schedule conference rooms and coordinate meetings, appointments and travel arrangements.
- Developing the familiarity with some of the advanced features of company software in order to complete more complex tasks (reports, charts, tables, merge documents, etc.) with supervision. Proofreading documents for content, correct grammar and punctuation, etc.
- Prepare and submit weekly timesheets, expense reports, requisitions, billing and project reports, and process invoices.
- Establish, update and maintain files, databases, contact information, records and other documents. Prepare documents and packages to be mailed; coordinate delivery and pick up with messenger services; prepare overnight shipping labels and certified mail forms.
- Maintain records of professional licenses; coordinate renewals and related course logs.
- Assist as needed with marketing collateral, presentation materials, and events.
- Assist with new hires in submitting paperwork to Human Resources and setting up computers and phones.

QUALIFICATIONS

Listed below are some of the preferred qualifications we are looking for in the candidate. Please keep in mind that the candidate does not necessarily have to meet all of the listed qualification requirements, but these qualifications will be a requirement to maintain a position with FEC. FEC will work with the hired employee to provide training, mentoring, and support as required to meet the qualification requirements.

SKILLS & COMPETENCIES

- Proficient in typing, formatting, and preparing proposals, reports, correspondence, bulk mailings, and various documents of a technical and confidential nature
- Superior interpersonal skills
- Strong verbal and written communication skills
- Ability to work independently
- Strong attention to detail
- Sound judgment capability and ability to maintain confidentiality
- Ability to multi-task
- Proficient in MS Office, Bluebeam or Acrobat, Photoshop, Illustrator and learn other software as needed to assist in the execution of the work
- Ability to work overtime when required.

EDUCATION & EXPERIENCE

- 3+ years Administrative Assistant experience; A/E/C industry experience preferred.

FEC WORK ENVIRONMENT

FEC is a small company that understands that individuals must feel comfortable in their workplace and enjoy coming to work. We not only care about our employees and making them great professionals through training and development, we highly value life outside of work and are there to support our employees as much as we can. Without that mindset, we cannot develop and keep the extraordinary talent needed to continue to meet our clients' needs and expectations. We have FEC team activities and host family events outside of work. We also offer a very competitive and generous benefits package for all employees as part of their compensation package.

BENEFITS

FEC values having a team with an extraordinary set of abilities. To maintain that, the employees must act as a team and be taken care of and rewarded appropriately. For those reasons, FEC is offering a very generous and competitive benefits package including the following:

- PPO Health Insurance; Premium 100% paid for employee-only, or 80% for employee with dependents.
- Vision and Dental Insurance; Premium 100% paid.
- 401k and investment planning.
- Annual Bonus and Profit Sharing.
- Flexible working hours and ability to work remotely.

HOW TO APPLY

Please email your cover letter, resume, and/or curriculum vitae in PDF form to info@falconenclosures.com and gmaltese@falconenclosures.com; subject: **Job Application – Administrative Assistant**.

FEC is an Equal Opportunity Employer looking for the best candidate for the position no matter the case. If you do not necessarily have all of the experience, FEC has a rigorous training and development program in place for new employees as well as continuing education for existing employees to allow us to hire the best candidates for the position and help them grow to reach their full potential to become a long-term FEC employee. We value diversity in our workforce; your age, gender, race, religion, disabilities, etc. do not matter to us if you are a hardworking, qualified individual who will be an asset to the FEC team. FEC considers all qualified applicants, and we encourage individuals with disabilities and protected veterans to apply.