

Administrative Assistant (Local Candidates Only)

Laberge Group, a professional engineering and planning firm located in Albany, New York is seeking a highly organized and self-motivated individual with professional office experience to join our company to provide administrative assistance to our professional staff. In addition to typical administrative duties supporting technical staff the position also includes but is not limited to:

- Preparation and organization of proposals;
- Formatting and finalizing reports and construction contract documents;
- Preparation of bid tabulations and reports;
- Tracking and organization of shop drawing submittals, payment requests and contractor payment estimates;
- Working with various databases and insuring that proposals and work products are produced and delivered ahead of deadlines; and
- Support to management.

Candidates for the position must meet most of the following requirements in order to be considered:

- Possess a friendly demeanor and experience interfacing directly with staff and clients is essential;
- Tested keyboarding rate should be above 60 wpm;
- Candidate should be detail oriented with ability and discipline for proofreading;
- Candidate must be highly organized and capable of following standard procedures established by the firm;
- Candidate should be well versed in the Microsoft Office Suite of programs including Word, Excel, PowerPoint, and have experience with InDesign and Adobe Professional;
- Experience with Adobe InDesign;
- Experience with SAGE 300RE (formerly Timberline) accounting software;
- Prioritize and maintain flexibility regarding work assignments;
- Minimum 5 years of experience with similar type professional firms; and
- Have reliable transportation.

Benefits and salary will be based on experience and qualifications. Interested candidates should send a cover letter, resume, and salary history/requirements to: hr@labergegroup.com Laberge Group is an Equal Opportunity Employer.