



COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

790 MARVELLE LANE, UNIT 3 • GREEN BAY, WI 54304 • PHONE: 920-264-9404

Administrative Assistant Green Bay Office

Coleman Engineering is accepting resumes for an Administrative Assistant in our Green Bay, WI office. The position is mainly survey related and consists of a variety of duties including reviewing invoices, time sheets, expense reports, proposals, calling in locates and other general office duties, such as basic accounting and human resources tasks.

Candidate must be extremely detail oriented, have excellent grammar skills (reading and writing), be proficient in MS Office programs, have the ability to assemble data and prepare accurate records and reports, and possess strong customer service and multitasking skills.

Qualified candidates will have the ability to perform efficiently under demand, stress, and busy business operations; have the proven capability to meet tight deadlines; understand the necessity of confidentiality.

Experience in an administrative/office setting is required. Full time position with benefits. Email resumes to llindquist@coleman-engineering.com. EOE.