



COLEMAN ENGINEERING COMPANY

635 CIRCLE DRIVE
IRON MOUNTAIN, MI 49801
PHONE: 906-774-3440

• 200 EAST AYER STREET
IRONWOOD, MI 49938
PHONE: 906-932-5048

• 120 US HWY 41 E, STE. B
NEGAUNEE, MI 49866
PHONE: 906-475-7489

• 790 MARVELLE LANE, UNIT 3
GREEN BAY, WI 54303
PHONE: 920-264-9404

ADMINISTRATIVE ASSISTANT

Coleman Engineering is hiring for an administrative assistant in our Iron Mountain office to answer phones, order office supplies, organize and maintain files, manage office equipment, run errands and assist with other office tasks.

Qualified candidates will be detail oriented, be able to work under pressure in a fast paced office setting, have proven customer service skills, excellent grammar skills (reading & writing), be able to work independently, meet deadlines, prepare reports, and multitask.

Must have experience with computers and have knowledge of MS Word, Excel & Outlook. Full time position with benefits. EOE. Email resumes to llindquist@coleman-engineering.com.