



COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

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

ADMINISTRATIVE ASSISTANT

Coleman Engineering is hiring for a full time Administrative Assistant in our Iron Mountain office to support our Civil Engineering Department.

Applicants must be professional (in appearance and mannerisms), possess strong communication skills for interacting with clients and subcontractors, have excellent grammar skills (both reading and writing) for reviewing proposals and extensive technical reports, possess exceptional organizational skills for managing several different tasks at a time, have a minimum of 5 years experience working in an advanced office setting (college degree preferred), have the ability to work independently, and have the foresight/prudence to proactively and independently troubleshoot and solve problems.

Qualified candidates must have extensive experience using MS Word, Excel & Outlook in an office setting; possess impeccable written and verbal communication skills; be detail oriented; have strong time management and multi-tasking skills; be able to work under pressure and meet deadlines while producing accurate work; and maintain client confidentiality.

Coleman Engineering offers competitive salaries and full benefit package, including matching 401K plan. EOE. Email resumes to llindquist@coleman-engineering.com.