

## **Administrative Assistant – Summer Position Orlando, FL**

**Boyd Civil Engineering, Inc.** is seeking an engineering or business student who is ready to gain experience in a professional office setting in our Orlando based consulting firm. The right candidate will be detail-oriented, responsible, and eager to learn.

**Part-Time: \$16 - \$20/hour, approximately 20 hours a week**

### **Why Join Boyd Civil Engineering**

- Our company culture values developing personal relationships within the firm, our clients, and within the industry
- Opportunities for professional growth, training, and challenging work
- The ability to master the fundamentals and essential skills for communication, technology, flexibility, collaboration, and growth in an engineering setting
- Our leadership team has over 30 years of experience in the Central Florida Region and has developed close relationships with local developers, government officials, and Clients

### **Essential Duties and Responsibilities**

- Answering and addressing telephone calls, filing, data entry, utilizing office software systems, and office organization
- Ordering and organizing office supplies, packaging and shipping, occasional hand deliveries to Clients or local government offices
- Maintaining our permitting database for historical and currently active projects
- Administrative tasks for the CAD and Engineering Department; including plotter printing for project plans and sheets, completing required paperwork and applications for permit applications and project submittals, and other related tasks
- Introductory work with office software systems: including Bluebeam, AutoCAD, AutoCAD Civil 3D, StormCAD, WaterCAD, ICPR 4, Microsoft Project Plan 3, and the full suite of Microsoft Office 365
- Perform tasks under the direction of the CAD Manager, Project Engineer, and Director of Engineering for project plans and details

### **Required Qualifications**

- Valid Driver's License and reliable transportation
- Satisfactory background check
- Proficiency in Microsoft Office Suite, Intermediate experience in Microsoft Excel
- Ability to form Client relations and be Client focused
- Strong attention to detail and time management skills
- Team player with the ability to collaborate well with others and build long-term relationships