



ADMINISTRATIVE COORDINATOR

Looking for a career with professional growth in a close-knit, fun atmosphere? Alvine offers the perfect balance of technical and professional growth. We are big enough to deliver cutting-edge experience; small enough to know your name. We think you are going to like Alvine.

JOB RESPONSIBILITIES

- Responsible for all word processing using Microsoft Word and Excel, as well as multiple construction/engineering technology platforms to expedite construction/engineering documents
- Tasked with creating, proofreading, editing, and formatting multiple documents, including studies, reports, meeting minutes, agendas, and fee documents, to ensure the highest quality in grammar and presentation
- Utilizes cloud-based and other construction/engineering software platforms to format, export, log in/out project specifications, punch lists, site observation reports, submittals, requests for information, and more
- Provides coverage for other departments, including the Omaha office reception desk, which includes greeting visitors, answering telephone, scheduling vehicles, etc.

QUALIFICATIONS

- A minimum of a high school diploma is required; a Bachelor's degree in English, Journalism, or a related field is strongly preferred or equivalent relevant work experience is acceptable
- Mastery of the English language and exceptional grammar skills are required
- Impeccable attention to detail, the ability to meet deadlines, and excellent organizational skills
- Experience in the engineering and/or construction field is a plus
- Exceptional computer skills are required, including proficiency in the Microsoft Office Suite
- Ability to learn multiple software platforms to perform a variety of job functions
- A typing speed of 55+ words per minute with a high degree of accuracy is required
- The ability to communicate and collaborate with a diverse demographic in a team-oriented environment is essential
- Ability to work independently within company guidelines

WE OFFER

- Professional development opportunities, including training and mentoring programs; organization and professional registration; and tuition and technology reimbursement programs
- Medical, dental, vision, and life insurance benefits, as well as supplemental insurance through AFLAC
- Generous 401(k), profit sharing, and discretionary bonuses
- Progressive wellness benefits, including fitness reimbursement and volunteer time off

With five locations across the Midwest, Alvine offers both a solid foundation and room for you to advance your career. Join a team where you can make a difference and strengthen our foundation of excellent engineering, client satisfaction, and leadership.

[Apply Now!](#)