

Looking for a professional career in a supportive team environment? Alvine Engineering is right-sized for your new career. We're big enough to deliver innovative cutting-edge experiences with projects coast to coast, yet small enough to know you by name. We think you might like it here.

We have an opportunity for an Administrative Coordinator in our Omaha, Nebraska, office.

Job Responsibilities:

- ▶ Performs word processing of correspondence, fee agreements, letters, meeting minutes, reports/studies, and other building design-related documents; adhering to company standards
- ▶ Performs data entry and exporting/importing of spreadsheets, images, and tables
- ▶ Provides back-up for other administrative positions and other departments as required, including answering multi-phone system
- ▶ Formats technical specifications ensuring accuracy and following standards

Qualifications:

- ▶ A college degree
- ▶ Mastery of English language
- ▶ Advanced grammar and writing skills
- ▶ Strong Microsoft Word skills (experience formatting tables, inserting graphics and images into documents, formatting margins/tabs, familiar with auto text and working in templates)
- ▶ Ability to work independently
- ▶ Strong attention to detail and an eye for consistency within a document
- ▶ Ability to type 50+ words per minute
- ▶ Ability to communicate effectively and can collaborate well with a diverse population
- ▶ Strong organizational skills and a professional image
- ▶ Experience with multi-line phone system

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 offices in Omaha and Lincoln, Nebraska; Oklahoma City, Oklahoma; and Des Moines, Iowa, join a team where you can make a difference while strengthening our foundation of Excellent Engineering, Client Satisfaction, and Leadership.