

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

Job Responsibilities:

- ▶ Responsible for outgoing word processing using Microsoft Word, and Excel, as well as multiple construction/engineering technology platforms to expedite construction/engineering documents
- ▶ Responsible for creating, proofreading, editing, and formatting multiple documents, including studies/reports, meeting minutes, agendas, fee documents, etc., to ensure the utmost quality in grammar and appearance
- ▶ Utilize cloud-based and/or other construction/engineering software platforms to format and export project specifications, punch lists, site observation reports, submittals, etc.
- ▶ Provide coverage of the Omaha office reception desk, which includes greeting visitors, answering telephone, scheduling

Qualifications:

- ▶ Minimum of a high school diploma required, Bachelor's degree in English, Journalism, or related field strongly preferred or equivalent related work experience
- ▶ Mastery of the English language and exceptional grammar skills required
- ▶ Impeccable attention to detail, ability to meet deadlines and excellent organizational skills
- ▶ Experience in the engineering and/or construction field is a plus
- ▶ Exceptional computer skills, including proficiency in the Microsoft Office Suite
- ▶ Ability to learn multiple software platforms to perform a variety of job functions
- ▶ Typing speed of 55+ WPM is required with a high degree of accuracy
- ▶ Ability to communicate and collaborate with a diverse demographic in a team-oriented environment
- ▶ 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 six locations across the Midwest, Alvine Engineering offers 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 design, client satisfaction, and leadership.

[Apply Now!](#)