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OPEN POSITION: Administrative Assistant
JOB CODE: WMA-AA-09-24

POSITION SUMMARY:

Pare Corporation is seeking an Administrative Assistant to provide general office support at our Holyoke office. The primary responsibilities of this position are to provide administrative and general assistance to onsite staff at this location.

DUTIES AND CORE RESPONSIBILITIES:

- Provide general administrative support to the Division Manager and staff associated with this office.
- Serve as an initial point of contact for visitors and incoming telephone calls.
- Manage incoming and outgoing mail and parcels.
- Maintain a sign-in/out log at the office for visitors.
- Order and maintain an inventory of office supplies.
- Maintain an up-to-date directory of contact information for project team members.
- Assist in preparing for project meetings, public meetings, and outreach events at the office or project site.
- Maintain a program calendar that includes reoccurring meetings, special meetings, holidays, staff vacations, and other events.
- Provide assistance with the preparation of proposal submissions.
- Assist in the final preparation of monthly progress reports for active projects.
- Assist the Division Manager and staff with other tasks as requested and assigned.

EDUCATION, EXPERIENCE, AND COMPETENCIES:

- High school diploma or equivalent required, Associate Degree in Business Administration or similar program preferred.
- Three to five years' experience in business administration or a similar field required, and administrative experience in architecture, engineering, or construction fields preferred.
- Strong computer skills and proficiency in Microsoft Office (especially Word, Excel, and PowerPoint) required.
- Possess strong verbal, written and interpersonal communication skills with the ability to work well with staff at all levels.
- Must possess excellent organizational skills, ability to multi-task and meet time-sensitive deadlines, and have a strong attention to detail.
- Ability to work successfully and independently in a fast-paced environment, while managing multiple time-sensitive projects/deadlines.

Pare Corporation offers a solid compensation and benefits plan including:

- Competitive Salaries
- Paid Holidays and Vacations
- Health, Dental, Vision, Life, and Long-Term Disability Insurance
- 401(k) Retirement Plan with Generous Company Match
- Tuition Reimbursement
- Professional Registrations, Licensing Fees and Memberships

Pare Corporation is an Equal Opportunity Employer and maintains a policy of affirmative action for minorities and women, individuals with disabilities, and protected veterans.

Apply for this position by uploading your cover letter & resume, referencing the job code, at <http://www.parecorp.com/Careers> or mail to: Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865 Attn: Human Resources