

Administrative Assistant / Technician

Ecology and Environment, Inc. (E & E) is seeking an Administrative Assistant /Technician at our Corporate Headquarters in Lancaster, NY. This position will be responsible for assisting the Health and Safety and Legal Departments by providing specialized administrative support, document processing, and data entry. Our successful candidate must be a dependable and reliable self-starter with excellent organizational, interpersonal, and computer skills. (A cover letter is required with your resume submittal – please submit the cover letter and resume as one document.)

Responsibilities:

- Provides administrative support for multi-disciplinary professionals
- Maintains various employee databases regarding employee training, testing, and medical requirements
- Creates, maintains and modify Excel spreadsheets including charts, graphs, formulas, and functions
- Word processing including creating documents from original notes and drafts
- Develops a tracking system and reconcile invoices with a high degree of accuracy and attention to detail
- Maintains confidentiality and handles sensitive information
- Works closely with department heads, executives, and project managers
- Assists with record keeping and filing systems
- Prepares cover letters, email communications, and notes to the file
- Tracks documents for execution and return, ensuring files are complete and accurate
- Answers phones, greets visitors, and acts as a liaison between departments
- Coordinates meeting and conference call logistics including scheduling and location
- Assists with conference registrations and travel arrangements
- Distributes incoming mail and prepares outgoing mail and shipping packages
- Photocopying and document production
- Purchasing supplies and other departmental duties as needed

Requirements:

- Relevant administrative experience ; experience in a professional office environment is preferred
- Associates or Bachelor’s Degree in Business, Communications or a related discipline is preferred
- Strong proficiency with Microsoft Word and Excel including the ability to produce information in spreadsheets, documents, forms, and tables
- Ability to handle highly sensitive and/or confidential information
- Excellent interpersonal, written and verbal communications skills including good phone etiquette and strong spelling and grammar skills
- Ability to effectively and tactfully interact with employees at all levels of the organization
- Confidence to ask questions and flexibility and versatility to realign the approach after collaborative input
- A high degree of attention to detail and accuracy with strong organizational skills, and ability to multi-task
- Self-starter and highly motivated individual with the ability to work independently and take ownership of a given task, seeing it through to completion
- Positive customer service attitude and drive to support a successful team

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at www.ene.com to apply on-line. Local candidates preferred. A cover letter is required and must be submitted with resume (submit as one document.)

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories.