

From: [Jeff Pichai](#)
To: [Employment](#)
Subject: Part-time Administrative/Office Assistant
Date: Tuesday, March 15, 2022 1:50:35 PM

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Company Name: Doucet Survey, Inc.
Company Address: 10 Storer St, Kennebunk, ME 04043
Telephone: (207) 502-7009
Company Website: <https://www.doucetsurvey.com>
Job Type: Part-Time
Job title: Administrative/Office Assistant
Email: Jeffpichai@engineer.com
Application method: Email

Our innovation hubs across the globe will enable you to share ideas and best practices while growing your professional network. Wherever you are in your career journey, you will benefit from working with world-class engineers, scientists, and technical specialists.

We are seeking an Administrative Assistant with a minimum of 1-year of experience to provide administrative support on a variety of environmental projects, including emergency response and on-call support for an EPA Superfund contract.

This position will:

- Produce and maintain a variety of contract reports and databases for tracking project deliverables, monthly project status reports, and project financial reports
- Coordinate preparation and organization of multiple documents and other deliverables according to internal and external client requirements and schedules
- Set up project folders
- Assist with project closeout procedures
- Communicate with all levels of management and peers.
- Other administrative duties as needed.

Job Requirements:

This position requires a minimum of 1-5 years of related experience. The ideal candidate will also have/be

- Strong proficiency with MS SharePoint Online Sites and the ability to create lists, document libraries, format landing pages.

- Experience with word processing and formatting documents and spreadsheets created with MS Word and Excel; with the ability to utilize Excel functions
- Proficiency in Adobe Acrobat or Nuance
- Proficiency with MS Office applications required.
- Experience with Access, PowerPoint and Graphics experience is a plus.
- Previous experience working on EPA projects is a plus.
- Ability to effectively communicate with all levels of management and peers.
- Good with numbers (some accounting skills preferred)

In addition:

- Exceptional communication, organizational skills, and attention to detail with good judgment and follow through.
- Capability to work under pressure and prioritize time effectively.
- Ability to handle multiple tasks and meet deadlines while maintaining a high level of integrity and confidentiality especially matters concerning business and staff.
- Individual drive and initiative with the aptitude to maintain under minimal supervision.
- A professional disposition and a positive attitude.
- Self-starter and be able to work as part of a team.
- Flexible, able to immediately adapt to changing priorities.
- Must be highly motivated, customer-focused, and work well in a team environment as well as independently.

Degree / Certifications

- High School Diploma
- Some College a plus

The salary range for this position is \$20.00/hour to \$24.00/hour.

We work together to comply with all applicable health & safety practices and protocols, including health orders and regulations related to COVID-19 that are mandated by local, state and federal authorities as well as client and project requirements.

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. By submitting interest in this job, qualified individuals should submit a resume via email to..... Jeffpichai@engineer.com

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

Thank you
Jeff Pichai
HR. Department.

