



PRUNUSKE CHATHAM, INC.

JOB DESCRIPTION

Administrative Assistant

Prunuske, Chatham, Inc. (PCI) is a well-established, small, multi-disciplinary ecological restoration firm based in Sebastopol looking for an administrative assistant to support the day-to-day operations of the firm. Our firm offers planning, science, design, and construction services to clients throughout Northern California. We seek an organized individual to perform general office management duties, provide administrative support to the CEO and COO, and contribute to overall company cohesion. To learn more about PCI, visit www.pcz.com

Essential Duties and Responsibilities:

- Welcome visitors, receive packages, answer calls
- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications
- General office manager duties including ordering office materials and supplies
- Organizing meetings, including scheduling and sending reminders
- Prepare meeting minutes and follow up assignments
- Managing the executive's calendar, including making appointments
- Maintain vendor relationships
- Run project-related errands
- Maintain and organize files
- Manage maintenance of office equipment, including computers, telephone system, copiers, etc.
- Assist with event set-up/breakdown for company events when needed
- Maintain the general upkeep of the office, conferences rooms and kitchen
- Assist Management and Staff with other tasks and projects as assigned

Qualifications:

- Bachelor's degree preferred, but significant related experience would suffice
- 5+ Years of Administrative/Executive Assistant experience required
- Strong organizational skills
- Work independently, accurately, and timely on multiple tasks
- Proficient skills in Excel and other Microsoft office programs
- Strong communication skills: written and oral
- Positive attitude and willingness to work
- Problem solving and decision making
- Proactivity and self-direction
- Experience in the AE industry a plus

Compensation: This position is full time with benefits, including health insurance, 401K, and vacation. Part time applicants may also apply. Pay range \$28-32hr.

To Apply: Please submit cover letter and resume to hr@pcz.com with 'administrative assistant' in the subject line.