Description:

We are a growing company that specializes in the management and contract execution for small and medium-sized federal contractors. We strive to reduce risk and increase profitability for our clients. We are looking for a teammate who is excited to run the back office and help grow our business. The ideal candidate may not know how to perform all the tasks listed but wants to learn, grow, and contribute. This position will provide a wide range of administrative support to a busy engineering office.

We Offer:

- Schedule flexibility
- Team-oriented environment
- Ability to learn and take on more responsibility

Office Assistant Responsibilities:

- Assist by providing input for business decisions
- Run timesheet reports from software
- Prepare invoices using Excel
- Update and calculate mileage based on calendar and using Excel
- Update lists and templates
- Upon approval, make online purchases
- Format documents using Print Preview Word or Page Break Preview with Excel
- Maintain a company calendar
- Document and write instructions for internal processes
- Communicate with Streamline’s consultants

Marketing Specialist Responsibilities:

- Leverage LinkedIn
- Correspond via email clients, and potential clients, and call vendors, when necessary
- Conduct LinkedIn searches for potential clients or consultant contacts
• Maintain Website designed in Word Press (running updates, posting newsletter, removing and updating documents)
• Attend networking events virtually (possibly in-person post-COVID)

Requirements for Office Assistant / Marketing Specialist:

• Performing daily/weekly/monthly tasks proactively
• Detail-oriented
• Strong Proficiency in Microsoft Office: (Outlook, Word, Excel, and PowerPoint)
• Quick learner and open to learning new skills
• Excellent written communication skills including strong grammatical skills
• Comfortable making follow-up phone calls to clients, potential clients, and vendors in a professional tone (No cold calls will be requested.)

Position Requirements:
High School diploma or equivalent ASE Certified preferred

APPLICATION PROCEDURES:

To apply for this position, any ideal candidate should submit a resume via email to: Email: KiewitCORP@contractor.net

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. The position is available until filled.