



## INBERG-MILLER ENGINEERS EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**DATE OF OPENING:** November 9, 2018  
**FROM:** Jeremy J. Hernandez, Executive Vice President

A position for **Administrative Assistant/Marketing**. Primary duties include working in an office environment-assisting Accountant and business administration staff. General office skills, operational skills in the use of all office equipment, preferred. Primary duties include under general supervision perform routine secretarial tasks utilizing Microsoft Windows' operating system, and other pertinent software.

- **Experience** – Three years office experience, at least one of which as an Administrative Assistant working with little direct supervision and increasing responsibility.
- **Education** - Minimum education requirement includes high school diploma, or G.E.D. College coursework in business or office skills preferred.
- **Compensation** - Competitive salary with compensation dependent upon relevant education, training, and experience.
- **Benefits** - Excellent benefit package available including vacation, holiday, and sick leave, medical, dental, disability, life insurance, long-term care, Employee Stock Ownership Plan (ESOP), employer-matched 401(k).

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment; the application may be submitted on-line at [www.inberg-miller.com](http://www.inberg-miller.com). A current resume may be submitted via e-mail to [wsteeds@inberg-miller.com](mailto:wsteeds@inberg-miller.com) or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds at 307-856-8136 or via e-mail.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



## INBERG-MILLER ENGINEERS POSITION DESCRIPTION

**DATE OF OPENING:** November 9, 2018

**POSITION TITLE:** Administrative Assistant/Marketing

**REPORTS TO:** Office Manager, Project Managers

• **POSITION FUNCTION:**

- Will handle telephone-answering duties for incoming calls, in a courteous and professional manner. This would require knowledge of staff schedule and whereabouts of all office personnel. Promptly, thoroughly, and accurately disseminate telephone messages to other employees.
- Prepare all correspondence, proposals, reports, invoices, and other documents.
- Proficiently operate all equipment for compiling, reproducing, and/or binding reports and other company materials.
- Maintain files in current filing system.
- Support Office Manager and/or Project Managers with any other work assigned to ensure efficient workload flow.
- Assist other offices and secretaries in miscellaneous tasks, as needed.

**TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:**

- Must be able to demonstrate aptitude in courteous and professional telephone usage, general secretarial duties, good English grammar, spelling, and proofreading skills.
- Must be able to demonstrate aptitude in Advanced Microsoft Office software, with emphasis in Word, Excel, and PowerPoint, operating in the Microsoft Office 365 environment.
- Ability to listen to, comprehend and apply information and instructions, either independently, or as part of a project team.
- Handle all incoming and outgoing mail, including coordination of United Parcel Service and FedEx
- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals
- Must have organizational, communication, interpersonal, and intellectual skills

- Ability to handle multiple incoming calls with composure
- Ability to organize information into legible written messages and/or concise oral presentation
- Ability to organize files and effectively retrieve data.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Maintain templates and forms; Update resumes; Administrative Assistant handbook
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Mail newsletters, promotional material, and other information.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Maintain and balance petty cash
- Conduct searches to find needed information, using such sources as the Internet, social media.
- Coordinate conferences and meetings.
- Establish work procedures and schedules and keep track of the daily work of clerical staff.
- Learn to operate new office technologies as they are developed and implemented.
- Manage projects and contribute to committee and team work.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Order and dispense supplies.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Assist with various marketing functions; including attendance at conferences, career fairs, website, social media;
- Development of marketing materials, pamphlets and brochures;
- Web page development and monitoring; monitor company social media forums. Monitor effectiveness of ongoing marketing communication activities

- Filing job specific/important emails to job folders
- Managing chron
- Any other misc. functions

#### **EXPERIENCE:**

- Three years office experience, at least one of which as a Administrative Assistant working with little direct supervision and increasing responsibility.

#### **EDUCATION:**

- Minimum education requirement includes high school diploma, or G.E.D. College coursework in business or office skills preferred.

#### **TRAINING:**

- Advanced Microsoft Office software certifications and/or experience required.

#### **OTHER REQUIREMENTS:**

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable.
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy.
  - IME has implemented six types of drug and alcohol testing:
    1. Pre-employment (drug testing only)
    2. Reasonable suspicion
    3. Post-accident
    4. Random
    5. Follow-up
    6. Return-to-duty.
  - IME has three drug and alcohol testing plans:
    1. IME's Company Drug and Alcohol Testing Plan
    2. The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
    3. The Department of Transportation – Pipeline & Hazardous Materials Safety Administration (DOT-PHMSA) Plan.
- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients'.

- Ability and willingness to read, comprehend, and abide by our company policies.
- A valid driver's license. A Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DWUI conviction within the last five years will be automatically deleted from further consideration for employment.
- After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations.

#### **SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

- None.

#### **PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**

- Work Type: Light, exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or up to 1 to 5 pounds of force constantly to move objects.
- Climbing/Balancing: Climb inclines, ladders, and uneven surfaces. Balance required.
- Walking: Frequently.
- Stooping/Bending: Frequently.
- Stand/Sit: Stand/sit about 25/75 percent of job time.
- Reaching: Frequent reaching, overhead as well as horizontal.
- Vision: Corrected vision to 20/20 or adequate to perform essential functions.
- Color Vision: Ability to identify and distinguish colors.
- Speech: Constantly express ideas by means of fluent English.
- Eye/Hand/Foot Coordination: Frequently use multi-line telephone system and basic office equipment.
- Manual Dexterity: Frequently operate office equipment.

#### **ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**

- Inside/Outside: Normally exposed to an office environment but may encounter occasional outside weather conditions.
- Cold/Heat: Moderate temperature controlled.
- Wet/Dry: No indoor adverse weather conditions expected.
- Noise/Vibrations: Regular exposure to office equipment and telephone noise.

- Hazards: None anticipated.
- Fumes/Dust/Odors: Exposure to normal office dust and odors.

#### **MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED**

- Multi-Line Telephone System
- Binding Machine
- Personal Computer
- Calculator/Adding Machine
- Copy Machine
- Cellular Phone
- Fax Machine
- Manual Typewriter
- Postage Machine
- Company Vehicles

#### **REMARKS:**

- The above position description is intended to describe the duties of an Administrative Assistant/Marketing in general terms and does not necessarily describe all of his/her duties.