
**POSITION: ADMINISTRATIVE COORDINATOR / PROJECT ASSISTANT FOR WATER RESOURCES
ENGINEERING FIRM IN UTICA, NY**

SKILLS: Organization, multi-tasking, attention to detail

EXPERIENCE: 3 - 10 years preferred

LOCATION: Utica, NY

Reward yourself—work for a company that appreciates you.

Do you enjoy challenging work and project variety?

Are you interested in applying your talents to help provide innovative solutions for the water resource and renewable (green) energy sectors?

If so, Gomez and Sullivan Engineers would like to hear from you.

Gomez and Sullivan is a growing firm with a national reputation for excellence, and we are seeking a motivated individual committed to continuing this tradition. **Our company has an immediate opening for an Administrative Coordinator/Project Assistant in our Utica, NY office location.** The successful candidate will perform a range of duties related to office management from answering phones, to travel arrangements, to proofreading and proposal support. Responsibilities will include general administrative tasks, providing office support for one of the firm's Principals and its Project Managers, as well as composing and editing documents for review and final submittal. The position will require multi-tasking, and attention to detail and the ability to handle confidential information is a MUST. Good oral and written communications skills, proficiency with Microsoft Office as well as familiarity or the ability to become familiar with Adobe Acrobat and SharePoint in a relatively short amount of time is a requirement. Our small-office environment requires a team player attitude and flexibility with a variety of daily tasks.

Our New York and New Hampshire offices comprise a multi-disciplined team of engineers, scientists, technicians, and support staff that promotes close coordination and team building. The company is employee-focused and encourages an atmosphere of continued learning, exposure to a wide variety of responsibilities, and frequent interaction with the firm's principals. We are seeking a committed, detail-oriented individual who will be able to utilize their knowledge, experience, and current software technologies for our clients' immediate and future projects.

RESPONSIBILITIES

- Provide primary support to one of the Firm's Principals
- Support technical staff and Project Managers on project work as necessary, including report preparation, spreadsheet analysis, and assistance in tracking and maintaining budgets
- Proofing, editing, and formatting documents including but not limited to: correspondence, reports, proposals, and materials for publications and presentations
- Maintains day to day office activities by performing a variety of general office and clerical duties including but not limited to: scanning, faxing, copying, formatting, and travel arrangements as well as expense reports
- Provide client and company meeting support (e.g., scheduling conference rooms, coordinating logistics)
- Provide basic IT and MS Office support as well as support/troubleshooting for office equipment including printers, copiers, and fax machines

- Plan and coordinate office events
- Inventories and orders office supplies
- Meet and greet clients and visitors
- Manages all calls into office
- Receives, sorts, and routes mail
- Maintain files – electronic and hard files
- Provide proposal support and support Firm’s business development activities
- Other miscellaneous tasks/projects as requested

QUALIFICATIONS

- Four-year degree in Business Administration, English, Communications, Technical Writing or related field; or an Associate’s Degree with at least 3-10 years of experience providing administrative or marketing support
- Advanced skill and knowledge of Microsoft Office/Office 365 (Word, Excel, Outlook, PowerPoint)
- Strong aptitude for computers and ability to learn new software and programs
- Advanced writing and editing skills
- Aptitude to work independently with a high level of organization
- Disposition to work with confidential information
- Excellent phone and personal skills
- Initiative to perform beyond on assigned tasks
- Experience working in a SharePoint system, Human Resources, or technical areas provided by the firm (such as environmental science, GIS or engineering) a plus

BENEFITS

Gomez and Sullivan offers a competitive benefits package including medical insurance (cost shared) for all regular full-time employees and their families, long-term disability, sick, vacation, holidays, education assistance programs, plus 401K and profit sharing. We are a business with a firm belief in treating our team members as well as we treat our clients, and we maintain a personable, positive work environment.

COMPANY PROFILE

Gomez and Sullivan is a water resources engineering and environmental science firm with services geared towards the renewable (green) energy and natural resource sectors. We offer our clients sustainable solutions that are technically advanced, cost effective, and resource sensible. Our engineering activities are focused in the fields of dams, hydropower, flood control, fisheries, and watershed management. In regard to environmental capabilities, our services include stream restoration, dam removal, ecological investigations, environmental impact statements, vegetation mapping, permitting and licensing, and facilitation of collaborative planning processes. We also offer high-end information technology resources, which involve database management solutions as well as efficient means of communication and data transfer throughout a project's duration. Gomez and Sullivan's success stems from the broad range of capabilities we bring to a project and our ability to understand and adapt to both environmental and engineering concerns.

We are employee focused and promote an atmosphere of continued learning, opportunities for a wide variety of project responsibilities, and frequent interaction with and access to the firm’s principals. Our staff of approximately 50 employees across four office locations (Utica, Buffalo and Albany, NY and Henniker, NH) routinely collaborate on projects, and all employees have an opportunity to meet in-person at our company meetings. We are an **Equal Opportunity Employer**.

If you qualify and are interested in joining our team, please submit your resume and cover letter to:

Jerry Gomez, PE, Principal
Gomez and Sullivan Engineers, DPC
288 Genesee Street
Utica, NY 13502
employment@gomezandsullivan.com

Please note in your cover letter that you are responding to Job ID **2017U01**.

Visit us online at www.gomezandsullivan.com.