

Administrative Assistant

Formation Environmental, LLC, is a rapidly growing environmental consulting firm with offices in Sacramento, CA; Imperial Valley, CA; Boise, ID; Boulder, CO; and Portland, OR. We specialize in solving water resources, environmental, utility, engineering and agricultural challenges using multi-disciplinary teams that apply state-of-the-art techniques to efficiently attain each client's unique technical, regulatory, and financial objectives. Our clients include entities in the natural resource, water resource, industrial, transportation, energy, and agricultural sectors.

We are seeking a bright, creative, and enthusiastic administrative assistant to join our team in Sacramento. We are looking for individuals who are passionate, hard-working, and dedicated. If you are passionate about client service (internal and external), we'd like to meet you.

Responsibilities

- Facilitate day-to-day activities in the office
- Maintain professional appearance and general organization of the office
- Process staff expense reports
- Assist with document proof reading, editing, and production
- Coordinate catered lunches and office activities
- Maintain inventory and purchase office and kitchen supplies
- Support equipment needs of employees (welcome packages, sun shirts, safety gear, etc)
- Coordinate the routine maintenance of office equipment
- Manage office utility services
- Prepare and track shipments
- Welcome team members and clients
- Special projects and other assigned duties as needed

Required Qualifications

- 2+ years of relevant experience in a professional office setting
- High school diploma (or equivalent), associate's or bachelor's degree
- Proficient in Word and Excel
- Must have the ability to appropriately handle sensitive and/or confidential information
- Detail oriented with strong organizational skills
- Ability to prioritize, multi-task and meet deadlines
- Excellent customer service with individuals at all levels both internal and external
- Strong communication (verbal and written) and interpersonal skills
- Valid driver's license and reliable transportation (able to run errands)
- Ability to pass a background check

This is an hourly position requiring approximately 20 to 30 hours per week, from approximately 8AM to 2PM, Monday through Friday. The hourly wage is \$22 – \$27 per hour, commensurate with education, experience, and ability. Employment offers are contingent on the results of background checks, including employment history, criminal background, and Federal Watch List. All background checks will be conducted in accordance with all local, state, and federal laws.