

**Administrative Assistant**

The team at Civil Design Concepts is seeking the right person to help provide outstanding client service in a fast-paced engineering firm. Our firm is located in downtown Asheville, a vibrant, progressive city surrounded by the gorgeous mountains of Western North Carolina.

Applicants must demonstrate professionalism, dependability, healthy and positive communication skills, and the ability to multi-task.

Our next team member will be an energetic people person with excellent work ethic and social and organizational skills.

As an Administrative Assistant you will

* Receive and place calls to clients and consultants.
* Confirm and follow up on appointments.
* Greet and assist clients and consultants with excellent customer service.
* Various other duties may be assigned under the direction of Administrators or Managers.
* Assist our Project Managers with scheduling emailing and phone calls
* This position requires excellent customer service skills and an exceptional level of communication in a professional manner.

The ability to multitask and stay organized will be an essential part of your daily performance.

This position requires a large amount of public contact therefore you must be a “people person” and enjoy interacting with our clients and consultants.

Requirements

* Requires strong client service skills.
* Prior Administrative experience preferred, but not required.
* Familiarity with Microsoft Office Suite
* Ability to work independently on assigned tasks as well as to accept direction on given assignments.
* Possession of organizational skills.

Benefits

* Ownership in our Company via our Employee Stock Ownership Plan
* Health Dental and Life Insurance
* 401k
* Competitive salary, based on experience and expertise
* Be a part of a great environment with an excellent team

To Apply submit a resume on our website, [www.cdcgo.com/careers](http://www.cdcgo.com/careers)