

Part Time Administrative Assistant

Clark Dietz, Inc. is a Midwest based, employee owned, multi-discipline consulting engineering firm. We are a recognized leader in civil, environmental, structural, mechanical and electrical engineering. Our depth of talent across disciplines allows our staff the opportunity for professional growth and collaboration to serve our clients with innovative, sustainable solutions.

We are currently seeking an Administrative Assistant to work 11:00AM – 3:00PM Monday through Friday in our Champaign, IL office. The position will provide general administrative support to the office and assist with the preparation of proposals, presentations, reports and related projects.

Position Requirements

- Previous office administrative experience is required.
- Proficiency with MS Office (Word, Excel, Outlook, and PowerPoint) is required.
- Familiarity with Adobe Creative Suite, specifically InDesign, would be beneficial.
- Ability to work independently and take initiative to improve processes and create efficiencies in the office is required.
- Strong customer service, coordination, organization, and verbal/written communication skills are required.
- Valid driver's license is required.

To learn more about our firm and apply please visit

www.clarkdietz.com/careers

EOE M/F/D/V