

Job Title: Administrative Assistant

Company: Engineering, Procurement and Construction, Inc. (EPC)

Location: Cheyenne, WY

Description:

EPC is a small privately-held engineering firm that is the leader among companies specializing in the development, installation and operation of hydrogen and fuel cell systems in the United States and Europe. The organization is run by a hands-on owner with dynamic expansion plans to significantly increase the size of the business over the next few years. We are looking for an Administrative Assistant for our main office in Cheyenne, WY. Our Website is www.epc4h2.com.

Must have proficiency with QuickBooks, all Microsoft Office applications especially Excel and MS Word, Internet Explorer and PowerPoint. Person will be required to have strong verbal and written communication skills. The person filling this position is responsible for accounting and financial data input, answering phones, taking clear messages, word processing, document control and filing, travel arrangements, running errands, providing administration of timesheets and expense reports, expediting shipments, tracking purchase orders, caring for office equipment like printers and plotters, and other administrative tasks. We are looking for someone who is friendly, bright, adaptable, detail-oriented, organized, energetic, and quick-learning. This person should have a cheerful disposition, a can-do attitude, and willingness to help wherever needed. Honesty and integrity are essential.

Primary responsibilities include:

- Know Quick Books to support accounting tasks including issuing checks (AP/AR), payroll (submit to a service), reconcile accounts monthly and manage entries into our chart of accounts.
- Administer timesheets and expense reports
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Word processing, graphics, filing, copying, scanning, file management, data input
- Scheduling appointments, meetings, travel arrangements and reservations for office and field personnel. coordinating related details.
- Maintain scheduling and event calendars
- Manage, order, and dispense supplies.
- Review work done by others to check for correct spelling and grammar, ensure that company quality policies are followed, and recommend revisions.
- Expedite shipments and track purchase orders
- Input financial, accounting, and other data into Excel spreadsheets
- Check invoices against purchase orders and packing lists
- Help new employees with paperwork and company policies

- Set up offices, manage services, manage IT and computer support
- Manage web site content (desired but not essential)

Education and Experience

- Minimum 5 years office experience, preferably with an engineering company
- Knowledge of business principles Relevant training, high school diploma - college preferred
- Knowledge and experience of relevant software applications - QuickBooks spreadsheets, word processing, project management.
- Knowledge of administrative and clerical procedures
- Proficient in spelling, punctuation, grammar and other English language skills, German could be a plus

Compensation is commensurate with experience.

Full time position.

For immediate and confidential consideration, please submit a resume by email with subject line "Administrative Assistant" to adminasst@epc4h2.com