

Engineering Firm Executive Assistant

The Balmoral Group, a unique blend of engineering and economics, is seeking an Engineering Firm Executive Assistant to be an integral member of our Firm in Winter Park, Florida who is a Team Player willing to share their executive administrative expertise as well as manage daily administrative tasks. The Engineering Firm Executive Assistant will work alongside engineering and economics professionals recognized by their peers as best in class with access to great benefits and to an environment that values creativity and provides a work experience that is both challenging and rewarding.



Responsibilities:

- Provide high-level administrative support and assistance to the Company Partners and other assigned leadership staff.
- A/E/C industry experience with formatting and preparing professional and technical reports, documents, and presentations.
- Arrange travel and accommodations for executives.
- Schedule and attend meetings on behalf of executives, taking notes and recording minutes.
- Manage Front Desk communication including phones and Guests.
- Receive and distribute incoming mail. Prepare mail and packages for shipping through FedEx, UPSW or USPS.
- Place orders as requested for company gifts, shirts, name tags, Client Christmas gifts, marketing events etc.
- Organize meetings, including scheduling, sending reminders, and organizing catering as needed.
- Order office supplies, including kitchen supplies and snacks. Act as liaison to vendors to coordinate scheduled pick-ups/deliveries.

To Be Successful In This Position, You Will Have:

- 5-10 years' experience in progressively challenging administrative roles.
- Prior experience in an A/E/C industry environment is strongly preferred.
- Skilled in all Microsoft Office products; preferably certified in both Word, Excel, and Power Point.
- Strong time management skills and attention to detail.

Work Environment: Work That Matters

Headquartered in Winter Park, Florida with offices in Tallahassee, Florida, Seattle, Washington, Sydney, and Queensland Australia, The Balmoral Group combines engineering design expertise with economics, environmental analysis and GIS capabilities. The Balmoral Group has a personal, casual work environment with immediate access to decision makers. Employees receive strong mentoring from principals and director-level engineers, and management actively ensures that staff have exposure and cross-training in diverse projects and tasks.

The Balmoral Group offers a competitive benefits package including competitive pay, sabbatical leave, flexible hours, health insurance (with company paying 90% of the employee's Health Care selection), retirement plan (including 401K with company contributions), paid time off (3 weeks vacations and 8 holidays), paid sick days as needed, paternity/maternity leave, tuition reimbursement, profit sharing, and paid career development (training, professional organization and licensure fees).