



Job Description

Date: January 29, 2019

Title: [Administrative Assistant](#)

Pay Category: Hourly (part time)

Division: Horizon Environmental Services, Inc.

Location: Austin, Texas

Organizational Relationships: This position reports to the Office Manager.

Summary: Horizon Environmental Services, Inc., (Horizon) is seeking a **part-time Administrative Assistant** to provide record keeping support. Horizon, a subsidiary of LJA Engineering, is an ecological and cultural resources management firm based in Austin, Texas, with more than 30 years of experience assisting clients in both the private and public sectors.

General Responsibilities:

- Work 20 hours a week (4 hours each day – typically 8 am to noon, but window could change based on Project Manager needs);
- Maintain an accurate calendar for specific Project Managers and remind them of upcoming commitments;
- Field emails and calls from Project Manager clients and relay appropriate information to the Project Manager;
- Take notes during client meetings;
- Provide a direct contact link to Project Manager when they are away from office.

Minimum Required Qualifications:

- High school diploma;
- Strong communication and note-taking skills;
- Fluent with Microsoft Outlook (email, contacts, and calendar);
- Ability to stay on task and aid in juggling a variety of Project Manager commitments and responsibilities;
- Ability to work unsupervised as well as be a productive and enthusiastic part of a team.

Additional Preferred Qualifications:

- Drivers license in order to deliver documents or attend meetings

Physical Requirements:

- Sit for extended periods of time working on computer;
- Driving to and from various outside meetings

Reasoning Ability:

Ability to define routine problems, collect data, establish facts, and draw valid conclusions to solve routine problems and/or deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is regularly required to stand and walk. Specific vision abilities required by this job include close vision in order to accurately input data and proofread; distance vision in order to recognize and assist visitors to the department. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply for this Position

Please visit [LJA – Join Our Team](#) and select “Apply for this Position.”