

## **Job Description**

**Date:** February 20, 2020

**Title:** **Administrative Assistant**

**Pay Category:** Hourly (part time, 20-25 hours/week)\*

**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**. Horizon, a subsidiary of LJA Engineering, Inc., is an ecological and cultural resources management firm based in Austin, Texas, with more than 30 years of experience serving clients in both the private and public sectors.

*\*Candidate must be available to work at our south-central Austin headquarters five days per week, afternoons preferred. Potential to transition to full time with benefits depending on availability of employee, need of company, and demonstrated mastery of skills.*

### **General Responsibilities:**

- Review, track, prepare, and submit vendor invoices for payment processing.
- Manage vendor data and assist in setup of new vendors.
- Monitor accounts receivable; communicate with project managers and business manager regarding collection matters; log collection effort notes.
- Archive project and general administration documents appropriately to network folders/business applications.
- Support general admin by answering phones/routing calls, monitoring supplies, filling in as needed for receptionist, and other general office tasks.
- Communicate professionally and effectively with coworkers, clients, and vendors.
- Perform all duties with attention to detail, identifying and reporting discrepancies as appropriate.
- Protect organization's value by keeping information confidential.
- Other duties as assigned by Management.

### **Minimum Required Qualifications:**

- Minimum 1 year of experience in an administrative support position, preferably with a focus on collections and vendor invoice processing.
- Advanced skill in use of Microsoft Windows for PC, preferably in a business setting.
- Advanced skill in use of Microsoft Office Suite, including Excel, Outlook, and Word.
- Experience using Adobe Acrobat to create and edit PDF documents.
- Excellent communication skills (oral and written).
- High level of attention to detail, with ability to identify discrepancies.
- Ability to work unsupervised and also serve as a productive and enthusiastic team member.

### **Additional Preferred Qualifications:**

- Experience supporting accounts payable and/or accounts receivable processes.

**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 Requirements:**

Sit for extended periods of time working on computer.

**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.”