

# CCA LLC

## Position Description

**Position:** Administrative Assistant

**Hours:** Full Time, Immediate opening

**Reports To:** Office Manager, President

**Duties and Responsibilities:**

- Assist the Office Manager in the performance of her/his duties.
- Act as “gate keeper” for all incoming and out-going correspondence
- Assist the full charge bookkeeper with information entry, invoicing and payables
- Clerical work including organizing files, drafting and sending letters, generating reports and proposals.
- Coordinate applications, including collation of plans and reports to Land Use Commissions.
- Communicating CCA Company-Wide and Office events and meetings to all Employees.
- Primary person to answer all incoming calls at the Office and resolve or direct as appropriate
- Support and assist the Office Manager, CCA Partners and Project Managers as needed.
- Maintain client, proposal and project lists
- Represent CCA in all interactions with clients, office visitors, and vendors in a friendly, courteous, and professional manner

**Requirements:**

- Must possess strong organizational skills and be detail oriented.
- Possess a courteous and friendly professional manner.
- Ability to work independently and in fast paced environment with a multitask agenda.
- Possess an understanding of engineering consulting and CCA mission.
- Knowledge of and full competency in computer programs such as Microsoft Word, Excel, and Outlook. Will be expected to learn portions of BillQuick Project/Accounting Software ([www.bqe.com](http://www.bqe.com)).
- Proficient in internet navigation and research.
- Have a minimum of 4 years' experience in a similar position,
- A.S. in Business Administration with two years' experience in a similar position or related field or HS Diploma and four years' experience with progressive responsibility in a related field.
- Knowledge of BillQuick Project/Accounting Software a plus.

CCA, LLC is an Equal Opportunity Employer.

Please respond to: [employment@ccaengineering.com](mailto:employment@ccaengineering.com). or mail resume to CCA LLC, 40 Old New Milford Road, Brookfield, CT 06776 Attention: Russell T. Posthauer, Jr., PE