



Speight, Marshall & Francis is looking for a responsible Full-Time Administrative Assistant to perform a variety of administrative and clerical tasks. We're a small, tight-knit structural engineering + special inspections firm that bring BIG ideas to life. Interested in becoming a member of a top-notch team, and growing, then you've found a home with us!

## ABOUT SPEIGHT • MARSHALL • FRANCIS

Performing structural engineering + special inspections services for over 28 years, our team is 36-person strong serving clients across Hampton Roads and the Greater Richmond area with innovative design solutions, exceptional responsiveness, and assertive "can do" mentality. We employ structural engineers licensed to practice in 31 states and perform engineering services for a well-established public and private client base. Our most recent award-winning projects in Richmond include:

- Williams Mullen Center | Richmond
- Westhampton Commons | Richmond
- South Falls Tower I | Richmond
- Alexander at 1090 | Richmond
- The Icon Lofts at Broad | Richmond
- The Summit at Scott's Addition | Richmond

## POSITION OVERVIEW

Administrative Assistant to support to our Managers, Engineers and Employees for our Richmond office. The right candidate will be responsible for daily office needs to ensure smooth day to day operation of our office.

- Permanent Full-Time position
- Located at our Richmond office - 2821 Emerywood Pkwy, Suite 300 Richmond, VA 23494
- Excellent compensation package with experience
- Advancement Positions available

## POSITION RESPONSIBILITIES

Responsibilities will include, but are not limited to, the following:

- Handle all reception area functions such as: Receiving, screening, transcribing and routing telephone calls, emails and other communication, greeting visitors, collecting and distributing mail and packages
- Liaise with Engineers and Senior Administrative staff to handle requests and queries
- Assist with event planning and internal marketing
- Book travel arrangements, organize and schedule appointments
- Clerical duties such as: Specifications, Letters & Reports, Fee Proposals and etc.
- Order supplies and maintain supply storage areas
- Store/archive files and data
- Perform all other duties as assigned by Leadership & Senior Staff

## QUALIFICATIONS + SKILL REQUIREMENTS

- Proven experience as an Administrative Assistant, Office Administrator or Secretary
- 2+ years of experience in A/E Industry is a plus
- High School Diploma & Valid Driver's License
- College Degree preferred but not required
- Proficiency in MS Word, Excel, Outlook, Powerpoint and Adobe Software
- Proficiency in Microsoft 365 (Sharepoint, Teams, etc.) is a plus
- Strong verbal and written communication skills
- Proficiency in website and social media content is a plus
- Ability to work under direction as well as independently
- Proficient in using, setup and trouble shooting office equipment
- Strong organizational skills and high level attention to detail

FULL-TIME  
ADMINISTRATIVE  
ASSISTANT

APPLY TODAY!

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