

# We're Hiring! Administrative Assistant (part time)



WEBB is currently seeking a highly motivated and skilled part time Administrative Assistant to work with and support members of our Municipal Engineering Team.

WEBB offers a competitive benefits package to all full-time associates which includes:



Mentor  
Program



401(k)



Membership  
Sponsorship



Medical



Wellness  
Program



Vision



Dental



Educational  
Assistance



Life  
Insurance



Disability

## Requirements & Responsibilities

- Assist with clerical needs, including preparation of reports and related engineering documents
- Perform basic research to support Municipal Engineering Team and projects
- Ability to travel for research/processing as well as delivery/pick up needs
- Proficient with Internet research, MS Word & Excel
- High school diploma or equivalent; one year of experience in an office setting
- California Driver's License with a good driving record