

We're Hiring! LD Administrative Assistant



Albert A. Webb Associates (WEBB) is seeking a highly motivated and skilled Administrative Assistant to work with our Land Development Team. We are looking for enthusiastic associates who are committed to life-long learning and always expanding their knowledge of their discipline. Associates at WEBB play an active role in the firm's pursuit to reach its goals by not only performing at the top of their game for their specific position, but looking at the bigger picture to assist the firm in meeting its business development goals. WEBB offers a competitive benefits package to all full-time associates. In addition to health coverages and financial security, we provide:



Mentor
Program



401(k)



Membership
Sponsorship



Medical



Wellness
Program



Vision



Dental



Educational
Assistance



Life
Insurance



Disability

Responsibilities

- Assist with clerical needs including mailing, typing, filing, faxing, meeting arrangements, and preparation of reports and related documents
- Assist with project scheduling and appointments, issuance of transmittals, fax communications, and calendar coordination via Outlook
- Assist in the preparation and compilation of land development submittals as directed by Land Development Specialists
- Perform basic research to support Land Development teams and projects
- Schedule and maintain agendas and action items from regular Land Development Processing Team meetings
- Assist in preparation of initial project scope and proposals
- Maintain all open project files as assigned

Requirements

- High school diploma or equivalent; one year of experience in an office setting
- Proficient with internet research, MS Word & Excel; type minimum of 40 words per minute and edit work for spelling and grammar
- Ability to interact and provide coordination with clients and team members
- Accuracy, thoroughness, and complete administrative tasks accurately and on time
- Flexibility and ability to deal with frequent changes, delays, and unexpected events
- Work well under pressure and meet critical deadlines
- Work independently with supervision; follow directions and obtain clarification when needed
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to travel for research/processing, pick-ups, and delivery needs
- California Driver's License with a good driving record

TOP
WORK
PLACES
2018

To apply, submit your resume to hr@webbassociates.com

[webbassociates.com/careers](https://www.webbassociates.com/careers)



Albert A. Webb Associates is an Equal Opportunity Employer (EOE)