



Trinity Engineering is seeking an Administrative Assistant to play a key role in a fast paced and growing company. The ideal candidate will have excellent communication skills, a positive attitude, a strong desire to learn and will be highly motivated to serve our clients. Trinity Engineering will provide a significant amount of training and support to the successful candidate.

**Responsibilities:**

- Draft correspondences and other formal documents.
- Plan and schedule appointments and events.
- Answer inbound telephone calls.
- Develop and implement organized filing systems.
- Perform all other office tasks.
- Accounts Payable.
- Assistance with monthly invoicing.

**Qualifications:**

- Previous experience in office administration or other related fields is required.
- Proficiency with Microsoft Office Suite is required.
- Ability to prioritize and multitask.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Strong organizational skills.
- Familiarity with direction of social media marketing is beneficial.
- Familiarity with AutoCAD software is beneficial.

**Compensation and Benefits:**

- Rate of Pay: Commensurate with skills and experience.
- Benefits: Health Insurance available.
- Individual Retirement Account with matching company contributions.
- Quarterly Bonus program.
- Paid Time Off.