



CIVIL ENGINEERING | PLANNING | SURVEYING

## ADMINISTRATIVE ASSISTANT

### Career Details

Location: Grand Forks, ND  
Deadline: Open Until Filled  
Status: Full Time Permanent

**Company:** CPS, Ltd. is a civil engineering and land surveying firm with offices in Grand Forks, ND and St. Cloud, MN. The company was established in 1979 and serves North Dakota and Minnesota. The company's primary sector of business is related to transportation, municipal engineering, environmental engineering, and land surveying.

### Summary:

The Administrative Assistant position provides administrative support services. This is a great opportunity for someone who has a positive attitude, is self-motivated and willing to learn. The right candidate will be detail oriented, have good computer skills, and will be very personable with excellent customer service skills. The right candidate will foster professionalism and maintain a professional image in the presence of customers and the community so as to promote a positive image of the company.

### Primary Duties and Responsibilities:

- Manage front desk operation.
- Answer telephone, greet visitors and provide information.
- Format and edit letters, reports, and other correspondence from draft stage to client-ready work.
- Coordinate and make arrangements for conferences, meetings, events, travel and reservations.
- Manage office inventory and order office supplies.
- Assist with Accounts Payable and Receivable.
- Make copies of various documents, assemble, and bind.
- Data entry and filing.

### Minimum Job Qualifications:

- Associate's degree in a related discipline preferred.
- Minimum 2 years of directly related experience in an administrative office.

### Knowledge, Skills, and Abilities:

- Effective oral, written and interpersonal communication skills.
- Customer service skills sufficient to provide prompt, courteous and accurate information to customers in person, on the phone, and through e-mail and other written correspondence.
- Keyboarding skills sufficient to perform skilled typing tasks with speed and accuracy.
- Knowledgeable about the operation of general office equipment.
- Strong human relations and interpersonal skills to function effectively in a team environment.
- Organizational skills and attention to detail and accuracy.
- Proficient in Microsoft Office.
- Ability to multi-task.
- Ability to work independently and with others.
- Demonstrated high level of professionalism and confidentiality.

**Physical Requirements:**

- Work in a seated position, use a keyboard for extended periods, walk, stand, handle, pickup documents and supplies.

**Compensation:**

- Salary is dependant upon qualifications and experience.
- Benefits
  - Paid Time Off
  - Extended Sick Time
  - 7 Paid Holidays
  - Parenting Leave
  - Health Insurance
  - Health Savings Account
  - Life Insurance
  - Long Term Disability
  - 401(k)
  - Profit Sharing

**CPS Contact:**

For consideration, please submit your resume and cover letter to:

CPS, Ltd.  
 308 2<sup>nd</sup> Avenue North  
 Grand Forks, ND 58203  
 Email: [human.resources@cpsengineering.net](mailto:human.resources@cpsengineering.net)

For additional information on CPS, Ltd., please go to our website at [www.cpsengineering.net](http://www.cpsengineering.net)