

# CAREER OPPORTUNITY

## OFFICE ASSISTANT

Are you a driven professional looking for a place to apply your **creativity**? Are you **innovative**? Do you possess the inspiration to resolve **complex challenges** while providing **valuable solutions** and **building community**?

### About the Position

This position provides general office support to GDA staff and managers including receiving and directing telephone calls; greeting all visitors; meeting scheduling, agendas, minutes, recording, and notifications; making travel arrangements; organizing and maintaining filing systems per the company's standard; updating and maintaining Outlook contact list and calendars; preparing and/or binding proposals; reports, documents, spreadsheets, and correspondence; ensuring quality document production; assisting in planning and organizing company events; negotiating the selection, inventory, pricing, purchasing, and stocking of all office supplies; tracking and coordinating service on office equipment; coordinating company vehicle use and maintenance; and managing company mail and shipping.

Additional duties may include preparing engineering related agreements, contract documents, grant applications, data entry into accounting software, and other tasks as assigned. This full-time position will be based in our Cody, Wyoming office location.

### What You Bring to the Team

- + Minimum five years of relevant experience.
- + Self-motivated, energetic, team-oriented individual with the ability to multi-task in a fast-paced environment.
- + Strong communication and collaboration skills.
- + Insurable driving record.
- + Thorough knowledge of modern office equipment, practices, and procedures.
- + Must be proficient in Microsoft Excel, Word, and Adobe.
- + Knowledge of contracts/agreements, budgets, invoicing, and basic accounting principles/practices.
- + Ability to work independently after receiving brief explanation.
- + Must be a problem-solver, forward thinking, and proactive.
- + Must maintain positive, effective working relationships with other employees, the public, and clients.
- + Ability to see tasks through to completion.
- + Ability to properly document, file, and retrieve project documents.

### Our Generous Benefit Package

As a GDA Employee, you'll receive our traditional benefits package:

- + Paid vacation, sick leave, and 10 holidays
- + Health Insurance - Employee premium covered at 100%
- + Dental and Vision Insurance - Employee premium covered at 100%
- + A generous 401(k) match
- + Participation in our bonus and profit sharing programs
- + Flex time schedule with 1/2 day Fridays
- + Employer contribution to HRA plan

### Are you in?

To apply, please send your cover letter and resume to [employment@gdaengineers.com](mailto:employment@gdaengineers.com) with "Office Assistant" in the subject line by March 16th. No phone calls please.



**GDA**

**ENGINEERING + PLANNING**  
**SURVEYING + GEOSPATIAL**