

# Office Manager / Executive Assistant

Are you looking to make an impact in a team environment? Are you interested in the energy industry? Then KP Engineering is a great place to further your career. We are an engineering, procurement, and construction ("EPC") firm serving the renewable energy, specialty chemical and refining markets. We are looking for an experienced administrative professional to join our team. This role is integral to the organization, as this position is the first point of contact for the Company either via the reception desk or company phone. Additionally, this person is responsible for providing administrative support across the organization and ensuring all administrative tasks are completed accurately and delivered in a timely manner with the utmost attention to detail.

## Essential Duties & Responsibilities

- Provides general administrative support which may include writing inter-company memos and letters, operating print/scan machines, scanning & emailing documents, coding and processing documents according to pre-established guidelines, gathering information from various sources, and preparing standard reports
- Creates and maintains the schedules and calendars of the CEO via Microsoft Outlook; schedules meetings, travel, and accommodations as necessary for the Houston office staff
- Serves as initial contact person for the company including answering & routing incoming calls in a timely fashion and greeting all visitors in a warm and professional manner
- Liaises with building maintenance for employee onboarding (badges, parking, etc.)
- Responsible for the scanning, archiving and disposal of drawings and other documentation as requested by office employees
- Coordinates in-house meetings, presentations, and meals as necessary
- Monitors & maintains office and kitchen supplies, coordinates with vendors and places orders as necessary
- Delivers & sorts all incoming & outgoing mail, packages, and official documents. Contacts specific couriers/vendors based upon delivery specifications (i.e. overnight, next day, etc.)
- Serves as the IT liaison for all phones, printers/scanners, meeting room TVs, projector, etc. including coordinating with building management and vendors to resolve issues where necessary
- Completes special projects as assigned by Sales, Marketing, Human Resources and Accounting Teams
- Performs other responsibilities assigned by company leadership with oversight from the CEO

## Qualifications & Experience

- Superior customer service skills and professional demeanor
- Exceptional interpersonal, written and oral communication skills
- Intermediate to advanced experience with Microsoft Office (Word, Excel and PowerPoint)
- Proficient time management and organizational skills
- A minimum of five years of administrative experience supporting employees within a professional services environment.
- Experience in an engineering or technical environment is highly desirable.

## Working for KP Engineering

As a wholly owned subsidiary of The Shaw Group, KP Engineering is an Equal Opportunity Employer and does not discriminate on the basis of race or ethnicity, religion, gender, national origin, age, veteran disability or genetic information or any other reason prohibited by law in employment. Each of our employees receives:

- Generous health benefits
- Competitive compensation
- 401K and matching
- Ongoing professional training and development
- Opportunity to participate in community service
- Mobility/flexibility
- Commitment to work-life balance
- Exclusive team-building opportunities

*This position description reflects management's assignment of essential functions, and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

## Apply Today

Please email your resume to [Careers@KPE.com](mailto:Careers@KPE.com) to be considered for this opportunity.