

**CRIST ENGINEERS, INC.**  
**ASSISTANT OFFICE MANAGER**  
**JOB DESCRIPTION**

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Crist Engineers, Inc. is a civil and environmental consulting firm located in Little Rock, Arkansas. Our projects include general municipal civil engineering projects with specialties in water supply, transmission, treatment, storage and distribution; wastewater collection, pumping, treatment and disposal; systems controls and telemetry; special studies including master development plans, storm water, spill prevention, water and wastewater system modeling, and permitting.

Assistant Office Manager Duties:

- Provide Backup for Office Manager Function – Ability to learn and execute certain accounting processes in the absence of Office Manager; cross train and develop sufficient skills to follow procedural instructions for payroll, financial accounts payable, accounts receivable billings, deposits and cash statements, using QuickBooks software and Excel spreadsheets.
- Business Development/Advertising – Provide coordination and assistance in development of formal responses (Statements of Qualifications) to Requests for Information. Maintain SOQ log and files, monitor RFQ deadline schedules and ensure timely responses. Help develop and maintain current project descriptions for use in SOQ's and other marketing endeavors.
- Website Coordinator – Administration of corporate website by keeping content and design current; post projects out for bid, planholder lists, addenda, and bid tabs.
- Reproduction and Project Bid Coordination - Photocopying project specifications, reports, agreements, etc. and use of lamination and binding equipment. Responsible for managing flow of project bid documents, including shipping (US, UPS and FedEx documents enveloped, packaged and ready for pickup), maintain current plan holder lists. Assist in preparation of bid tabs and contract documents.
- Project Submittal Administration – Submittal logging, distribution, coordination of network filing and hard copy files administration.
- Typing and Data Entry - Correspondence transcription, detailed specification and report typing and formatting. Acrobat Adobe - Filling out forms, creating forms, scanning, file manipulation and formatting. Spreadsheet – File design, data manipulation and input into Microsoft Excel.
- Front Office Reception - Greeting visitors, answering phone, routing and directing phone calls.



Assistant Office Manager Skills and Abilities:

- Proficient in the use of QuickBooks accounting software, Excel, Microsoft Word and Adobe Acrobat. Excellent typing skills; strong communication and interpersonal skills; multi-tasking, prioritizing and organizational skills; strong in initiative, self-motivation and ability to work unsupervised; strong mathematical and problem-solving skills, demonstrates accuracy and thoroughness.
- Experience in the use of MS Publisher, Adobe Illustrator, Adobe Photoshop and Adobe InDesign is preferred.

Assistant Office Manager Qualifications:

- Associates or Bachelor's degree in business, accounting, finance and/or marketing preferred. Minimum two years verifiable experience.

