



Quality Actions for Quality Clients

Enid, OK - Oklahoma City, OK

Now Hiring!

Administrative Assistant

Envirotech Engineering and Consulting is a full-service design engineering, environmental consulting, and geotechnical services firm servicing public and private clients throughout the United States.

We are celebrating over 30 years of exceptional service to our clients, our talented team members, and their families. Our outstanding growth has been a direct result of our team members' commitment to our Mission of **Quality Actions for Quality Clients**.

If the following sounds like you, we suspect you will thrive in this role:

- The position assists the Accounting Manager with editing reports, data entry, maintaining files, copying, and binding reports, scanning documents, and answering phones.
- Knowledge of Accounts Payable and QuickBooks is a must.
- You have communication skills that allow you to relate to, and build trust with everyone, from all diverse backgrounds and experiences.

Our Team is looking for a new team member who possesses the following skills:

- Be proficient in Microsoft Office including Word and Excel.
- Be a productive member of the team, be honest, and reliable, and possess a high level of integrity and trust.
- Be able to work independently and participate as a team member.
- Be able to organize and manage multiple priorities.

Personal and organizational skills:

- Experience communicating professionally through email, conference calls, and team meetings
- Must possess customer service skills for both internal and external customers
- Exercise professionalism when communicating with employees and clients
- Problem-solving skills including analysis and assessment
- Exercise confidentiality
- Possess time management skills and organization

Reasons to join our team:

- A working environment full of dedicated coworkers, and a team of organizational leaders focused on ensuring you have the tools necessary to succeed!
- Envirotech is EEOC compliant and certainly encourages America's military veterans to apply.
- Opportunities for advancement and development.
- Family-owned business and atmosphere.
- Variety of interesting assignments, projects, and work locations.

- Envirotech invests in your development and training. You may receive company-paid training to receive certifications in relevant areas.



Questions? Contact info@envirotechconsulting.com