



Position: Administrative Assistant
Project Location: Pittsburgh, PA
Status: Full-Time Non-Exempt
Compensation: Based on experience

Sci-Tek Consultants, Inc. is a dynamic engineering and consulting firm with 26 years of experience providing value-added answers to the many and varied challenges posed by our clients. With 49 employees located in our Pittsburgh, Philadelphia, and Washington, PA offices, we provide civil, environmental, geotechnical, and mechanical engineering, and surveying services. We are seeking an energetic Administrative Assistant to perform a wide variety of administrative duties to support our accounting, administrative, and human resources departments and help keep our Pittsburgh headquarters' running smoothly and efficiently. The successful candidate should possess decision-making skills, the ability to effectively interact with the clients, suppliers and staff, and maintain confidentiality.

Required Skills/Experience

- Competence in financial and bookkeeping software (Ajera Deltek, preferred)
- Ability to perform math calculations reconciliation of bank accounts, credit cards, etc.
- Ability to multi-task, set priorities, maintain good organizational skills, address problems, and meet deadlines
- Motivated self-starter and work collaboratively with others
- Previous successful experience in an office environment (purchasing, filing, copying, faxing, and answering the phone)

Minimum Qualifications

- High School diploma or equivalency (college degree a plus)
- 5+ Years bookkeeping experience
- Excellent written and verbal communication and interpersonal skills
- Proficient with Microsoft applications (Outlook, Excel, Word)
- Must possess valid driver's license
- Successful background check, credit check and drug screening

Sci-Tek offers competitive compensation including health benefits and 401K Profit Sharing Plan and is an equal opportunity employer that seeks to be a premier provider of innovative, value-added solutions to our clients' many challenges through the application of engineering, and surveying services.

If you possess the experience we are seeking, and are looking to join a growing firm, please email your cover letter and resume mail@scitekanswers.com or send to:

Human Resources
Sci-Tek Consultants, Inc.
655 Rodi Road, Suite 303
Pittsburgh, PA 15235