



**COMMONWEALTH
ENGINEERS, INC.**

NOW HIRING!

BUSINESS DEVELOPMENT ASSISTANT

GET ON BOARD: INDIANAPOLIS CORPORATE OFFICE

JOB DESCRIPTION

Commonwealth Engineers, Inc. has an opening for full-time results-oriented Business Development Assistant in our Indianapolis Corporate Office. Candidates must be professional and highly organized with the ability to multi-task and meet tight deadlines.

RESPONSIBILITIES

- Primary daily responsibilities involve management support functions such as preparing memos and correspondence, preparing mailings, and scheduling
- Creation of PowerPoint presentations
- Excel spreadsheets and data analysis
- Meeting minutes
- Copywriting, proofreading, and database management as needed
- Attend and manage client sales/business development events, conferences, and tradeshow in Indiana and Kentucky as needed

QUALIFICATIONS/SKILLS

- Associate's degree, related training, and/or a minimum of 5 years of administrative experience
- Dependable and professional team player
- Strong written and verbal communication skills
- Outgoing with ability to network
- Proficient in Microsoft Office Suite (Outlook, Publisher, Word, Excel, PowerPoint)
- Proficient in online/intranet navigation
- Technical writing experience is a plus
- Strong organizational, problem-solving, and record-keeping skills
- Eager and quick to learn
- Desire to acquire a general understanding of the water resource industry
- Creative with strong attention to detail
- Ability to travel/valid driver's license is required (mileage will be reimbursed)

BENEFITS

Ranked as one of the Top Workplaces by IndyStar, Commonwealth Engineers strongly emphasizes making a positive impact on our communities.

By joining Commonwealth, you will be a key player in the water resource engineering services we provide!

- **Competitive base salary**
- **Medical, dental, and vision insurance**
- **Long-term and short-term disability insurance, including fully-paid maternity leave**
- **Supplemental insurance**
- **AD&D coverage**
- **Matching 401(k) & profit sharing**
- **Annual performance bonus**
- **Additional incentive pay for each hour worked over the 40-hour schedule**
- **Paid time off and holidays**
- **Flexible scheduling**
- **Professional development opportunities**
- **Employee outings**

HOW TO APPLY

Qualified applicants should e-mail a cover letter and resume to

hiring@contactcei.com or online at commonwealthengineers.com/careers.



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