



## Engineering and Consulting Service Excellence Since 1974



**COMMONWEALTH  
ENGINEERS, INC.**  
A wealth of resources to master a common goal.

## ADMINISTRATIVE ASSISTANT - INDIANAPOLIS, IN

### Job Description:

Commonwealth Engineers, Inc. has an opening for a full-time experienced and results-oriented administrative assistant in our Indianapolis, IN Headquarters. Candidates must be professional and highly organized with the ability to multi-task and meet tight deadlines.

### Responsibilities:

- Assembly of client/project contracts, amendments, and bid documents
- Office support functions such as answering phones, preparing memos and correspondence, preparing mailings, maintaining office equipment and supply orders, scheduling, creating presentations/spreadsheets/documents, and other general clerical duties as assigned
- Additional tasks include but are not limited to, corporate administrative support, preparation of project contract/specification documents, copywriting, proofreading, and database management as needed

### Qualifications/Skills:

- Associate's degree, related training, and/or a minimum of 3 years of administrative experience
- Paralegal experience and/or certification is desirable
- Dependable and professional team player
- Proficient in Microsoft Office Suite (Outlook, Publisher, Word, Excel, PowerPoint)
- Strong written and verbal communication skills
- Experience with multi-line phone systems
- 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

### Benefits:

Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

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



Applicants should e-mail a cover letter and resume to [hiring@contactcei.com](mailto:hiring@contactcei.com) or submit online:

[commonwealthengineers.com/careers](https://commonwealthengineers.com/careers)