

Administrative Assistant

Arc Environmental is a professional engineering and consulting firm located in Baltimore, Maryland. We specialize in environmental and human health issues for real property. Arc Environmental is a small business incorporated in 1994 providing services to both public and private organizations. We currently maintain multi-year term contracts with federal, state and local public agencies, and our private clients range from national developers and insurance companies to local property managers and homeowners.

The firm is seeking an entry level Administrative Assistant for full-time employment. The right candidate will possess computer competencies to include: Microsoft Outlook, Word, and Excel. A high school diploma or equivalent, a reliable means of transportation, and residency in a HUBZone are required in order to be considered for the position. To determine HUBZone residency go to <http://map.sba.gov/hubzone/maps/>.

The desired candidate must also exhibit the following qualifications:

- Ability to work in a fast-paced environment
- Highly organized
- Pays attention to detail
- Ability to work efficiently within a group and/or independently
- Flexible attitude
- Ability to work effectively with all levels of management and other colleagues
- Demonstrates initiative
- Courteous phone and reception skills
- Above-average verbal and written communication skills
- Reliable
- Friendly

Duties will include:

- Answering multi-line phones;
- Scheduling appointments using Outlook;
- Responding to client inquires and requests;
- Developing, maintaining and updating filing system;
- Data entry
- Coordinating with field staff; and
- Completion of other tasks as required

Our goal is to hire an individual who is extremely competent, professional, and confident performing the tasks that are required of this position; and someone who is interested in becoming an integral part of an established, small business.

In addition to competitive salaries, Arc Environmental offers group health insurance, 401k plan, and paid vacation.

Please submit resumes* to:

Human Resources
Arc Environmental, Inc.
1311 Haubert Street
Baltimore, MD 21230

Or via email at info@arcenvironmental.com

* Resume must include your address in order to be considered.