

Homeyer Consulting Services, Inc.

Administrative Associate Job Description:

Homeyer Consulting Services, Inc., the nation's largest independent industrial water consulting firm, has an opening for an **Administrative Associate** in our Tewksbury, Massachusetts headquarters.

The individual should be dynamic, well spoken, have excellent writing skills, require little supervision, be able to multitask, and have good planning skills. This individual should be a personable and friendly professional who is organized, computer literate, and detail oriented. This individual should be a self-starter who takes initiative in projects. Occasional weekend work may be required. This is a non-exempt hourly position.

Homeyer Consulting Services, Inc. offers a great working environment, and competitive benefits such as simplified IRA, paid vacations, health, dental, disability and life insurance, holiday pay, and company gym.

Job Responsibilities:

- Generate and edit Word and Excel documents
- Proofread scientific/technical reports
- Publish lab and consulting reports to clients
- Provide support to field consultants
- Duties may include telephone calls, copying, faxing, filing, and scanning
- Other duties and projects, as assigned

Education/Experience Requirements:

- Entry level position
- Experience with report writing very helpful
- Undergraduate coursework in chemistry or biology helpful
- College degree required

Skill Requirements:

- Must have excellent attention to detail and organizational skills
- Ability to prioritize, organize, problem solve, and meet deadlines and goals
- Ability to think critically
- Ability to interact professionally with clients and consultants
- Ability to proofread and edit a document, including knowledge of proper grammar
- Ability to communicate effectively and provide proper follow-up
- Computer experience, including working knowledge of Microsoft Word and Excel
- Ability to learn other computer programs
- Handle as-needed projects and tasks and be able to multitask
- Ability to reshuffle priorities and stay on schedule
- Excellent spoken and written use of the English language

To Apply:

Please submit a resume, cover letter, and salary requirements to HR@Homeyer.com. Resumes submitted without a cover letter will not be considered.

Equal Employment Opportunity Employer:

Homeyer Consulting Services, Inc. is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status or marital status. Agencies: Homeyer Consulting Services, Inc. does not accept unsolicited candidate referrals or résumés from third party vendors including recruitment agencies. Only résumés received from contracted agencies/vendors will be considered. Homeyer Consulting Services, Inc. will not be responsible or liable for any fees or costs associated with such unsolicited submissions.