

## **Receptionist/Administrative Assistant**

**MSA Professional Services, Inc.** is an employee owned multi-disciplined consulting firm with over 300 employees in four states developing better ideas to implement better solutions. Collectively, we provide public and private clients with a variety of municipal, transportation, and environmental consulting services.

### **Position:**

MSA's corporate office in **Baraboo, WI** is looking for a **part time, Receptionist/Administrative Assistant**. This person will assist the engineering, architecture, and planning staff in the office with administrative and clerical support. The primary responsibility for this position will be to create a helpful and welcoming environment for telephone and in person guests. This person will work 20-25 hours per week with the approximate hours of 9 AM-2 PM. This position is a limited term position from May through September. There is a possibility that it could turn into a long term, part time position.

### **Responsibilities:**

- Answer a multi-line phone system
- Greet incoming clients and guest
- Schedule meetings and place orders for lunch meetings
- General office administrative duties including: typing, proofreading, and data entry

### **Qualifications:**

- 2 or more years of office administration experiencing including answering phones and organizing meetings is required
- Associates degree in Office Administration or related degree is preferred
- Advanced user knowledge of Microsoft Word and Outlook is required
- Previous experience with Microsoft Lync would be a plus
- Ability to multi task, self-starter, and great verbal and written communication skills required
- Previous experience with the engineering or construction field would be a plus

If you are personable, outgoing, and organized-we want to hear from you! Apply today to join a growing Midwest employee owned multi-discipline engineering firm with a solid reputation at [www.msa-ps.com](http://www.msa-ps.com). MSA is an equal opportunity employer and values diversity in its workforce. All qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.

Find out more about MSA's culture and work environment at <https://www.facebook.com/MSAProfessionalServices> or <http://www.pinterest.com/careersatMSA>.

Application deadline is 5/30/15 or until filled

Applicants may apply at:

<http://chj.tbe.taleo.net/chj01/ats/careers/requisition.jsp?org=MSAPS&cws=1&rid=285>