

Administrative Assistant

Early Career | Full Time (FT)



We're looking for someone who will promote our culture of exploring, supporting, and serving.

At Calibre, we are driven by the opportunity to explore, support, and serve.

Calibre is a Service Disabled Veteran Owned Small Business (SDVOSB) providing civil, structural, and whitewater engineering. We're seeking a friendly and energetic administrative assistant who is passionate about our culture and serving our small business. In this role, you'll be part of a supportive company structure, working with our communications and administrative teams to support the entire company. This position acts as the face of our company and is critical for supporting Calibre's culture and administrative functions. You'll enjoy a diverse project workload in this position, including:

- ✓ Welcoming employees and visitors
- ✓ Coordinating team-building events and lunches
- ✓ Strengthening internal communication
- ✓ Providing administrative support for multiple teams
- ✓ Maintaining a clean and welcoming environment
- ✓ Managing supplies and equipment
- ✓ Answering the phone and maintaining general mailbox

You'll thrive in this position if you enjoy:

- ✓ Making a positive impact
- ✓ Serving others
- ✓ Supporting multiple projects
- ✓ Learning and exploring possibilities
- ✓ Team building
- ✓ Organizing and details

Required Skills

- ✓ High school diploma, college degree a plus
- ✓ Friendly and outgoing
- ✓ Positive attitude and willingness to learn
- ✓ Effective organization and communication skills
- ✓ Strong computer skills, including proficiency in MS Office Suite
- ✓ Proactive problem-solving abilities

Calibre Perks

We're raising the bar on benefits. Calibre is committed to our people and offers a premium compensation package that builds our team members personally and professionally. Here are a few reasons why you'll love working here:

- ✓ Supportive & Fun Work Environment
- ✓ Generous Salaries & PTO
- ✓ 100% Employer-Paid Health Insurance
- ✓ Monthly Team-Building Events
- ✓ Birthdays your Way
- ✓ Snacks, Drinks & Weekly Catered Lunches
- ✓ 401K Contributions
- ✓ Tuition Reimbursement
- ✓ Flexible and Remote Work
- ✓ Transit Reimbursement
- ✓ Calibre Swag Store
- ✓ Health & Wellness Program
- ✓ Licensure Reimbursement
- ✓ Mentor Protégé Program
- ✓ Active Living Stipend
- ✓ Paid Weekly Training
- ✓ Short-Term and Long-Term Disability
- ✓ Company-Paid FMLI Coverage
- ✓ **Half-day Fridays!**

Pay Scale

Compensation is dependent on experience.

\$38,000 - 42,000 / year

Ready to connect?

Send your resume and cover letter to: info@calibre-engineering.com

Learn more

calibre-engineering.com/careers

