



ADMINISTRATIVE ASSISTANT (Environmental Services Division)

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia. ESS has been a leader in water & wastewater treatment operations and maintenance for over 54 years. The company also maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing water, wastewater, and soil testing from outside clients.

ESS is seeking an organized, detail-oriented person for a full-time position as an Administrative Assistant to support the Environmental Services staff. Candidate must be experienced with MS Word, Excel and have the aptitude to quickly learn other computer programs. In addition, it is essential to communicate effectively both verbally and in writing, and demonstrate the ability to establish and maintain effective working relationships with others, prioritize work to obtain a high degree of efficiency, determine and handle confidential matters, and use tact in dealing with the customers and staff members in a fast-paced environment.

Duties include answering multi-line phone system, customer service, provide information to callers, takes messages and otherwise relieve officials of clerical work and minor administrative and business detail. Responsibilities include, but are not limited to:

- Prepare, copy, mail and file weekly and monthly reports.
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Answers and screens manager's telephone calls, and arranges conference calls.
- Conducts research, and compiles and types statistical reports.
- Coordinates and arranges meetings and prepares agendas
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Other duties as assigned.

Must be able to exercise administrative judgment on a regular and continuous basis and assume responsibility for decision, consequences, and results having an impact on people, costs, and/or quality of service. Will demonstrate the ability to establish and maintain effective working relationships with others; prioritize work to obtain a high degree of efficiency; determine and handle confidential matters; use tact in dealing with the public.

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted.

Equal Opportunity Employer