

Job Posting Template for Part-Time Processor (Nevada)

Title: Processor

Company: Taney Engineering

Location: Las Vegas, NV, USA

Status: Part-time, Non Exempt

Responsibilities

Seeking a motivated processor to assist the project coordinator with administrative support and coordination for engineering and survey services.

This dynamic and rewarding position will interact with all in-house members and outside agencies and clients. We are seeking a candidate that will maintain an example of professionalism, competence and knowledge, and act as an effective resource whenever possible to support the team.

This position will help keep projects on schedule by preparing submittals, tracking the progress and follow up with documenting plan submittals through approval and communicating with clients and agencies.

Duties of this position will include:

- Scan and file small and large documents.
- Email project receipts to clients and email project letters to team members.
- Process and document plan revisions from inception to approval according to agency requirements and Taney procedures.
- Prepare and process new improvement plans and final map submittals and back checks.
- Assist coordinator with gathering various land use application documents.
- Route plans and maps for utility signatures.
- Attend final map submittal appointments as assigned.
- Record various documents and final maps.
- Follow up with agencies and utilities for submittal receipts and submittal status.
- Upload and download documents from utilities and save to the project file.
- Assist with various administrative responsibilities as assigned by the Project Manager and Project Coordinator.
- Complete pickup and deliveries and attend external meetings as necessary.

Qualifications

- Punctual.
- Excellent verbal communication skills.
- Professional writing skills.
- Ability to handle multiple responsibilities with ease.
- Excellent organizational skills.
- Professional telephone etiquette.
- Analytical Thinker. Ability to organize, direct and control a documentation process.
- Forward thinker to be prepared to readily respond to urgent situations when they arise.
- Memory: Ability to remember multiple details under pressure.
- Flexibility: Ability to move from one task to another and adjust workload as necessary.
- Proactive establishing and building professional business relationships

Education and Experience:

- Minimum High School Diploma and 1 year office administrative experience, preferably in a civil engineering or land development environment.
- Proficient computer skills, MS Office, Word, Excel, Outlook, Adobe and database software.
- Experience navigating websites and extracting data and forms.

Working Conditions:

This position works in a climate controlled, fast paced engineering office environment.

Work Hours

This is a part-time position of 20-25 hours per week. Days and hours of work are flexible within the days and hours of Monday through Thursday, 7:00 a.m. to 5:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m.

Please email resumes of interest to: TaneyHR@taneycorp.com

Taney Engineering is an equal opportunity employer.