**Wasatch Environmental Inc.**

**Administrative Assistant**

# **Location**: Salt Lake City

**Flexible**: Full-time or ¾ time

**Job Description:**

Wasatch Environmental has an excellent employment opportunity for an Administrative Assistant in our Salt Lake City, Utah office. This is a flexible position that could be full-time or ¾ time, with a normal work schedule Monday - Friday, between 8:00am to 5:30pm. Ideal candidate will have excellent communication skills for client and project team interactions, be proficient in MS Word/Excel/Access, with drafting experience a plus. Duties include, but not limited to: phones, filing, mail sorting and distributing, setting up projects in Access, creating files, ordering documentation as needed, assist in final report distribution (proofing, editing, production), making travel arrangement, tracking and maintaining office supply needs, occasional errands, assist various individuals as needed, and other administrative duties as assigned.

Benefits include insurance package and paid time office. Please send resume and include specific information related to the following:

·         How many years of Administrative Assistant experience do you have?

·         How many years of Data Entry experience do you have?

·         Do you have the following license or certification: Driver's License?

**Apply by Email (**[**WEI@Wasatch-Environmental.com**](mailto:WEI@Wasatch-Environmental.com)**)**