

Seeking an Administrative Assistant for a Professional Engineering & Surveying Firm

Lapham Associates, a full service consulting firm that provides engineering, surveying, environmental and planning services to clients throughout Michigan, is seeking applicants who have a strong work ethic, are trustworthy and dependable, and are able to work a flexible schedule with a minimum of 24 hours a week between 8:00am – 5:00pm, Monday – Friday.

The successful candidate must be enthusiastic, ready to learn and willing to work in a team environment with specific assignments including utilization of computers, office machines and business phones. A strong work ethic and the ability to maintain confidential, business and professional relationships and information are essential.

Candidate must possess a high school diploma or GED; minimum of three years of experience in an Administrative Assistant and/or Bookkeeping position; a knowledge of accounting practices and Quickbooks is required.

Please apply by mail or email to: Sarah Duncan, HRA, PO Box 33, 515 E. 5th Street, Clare, MI 48617; sarah.duncan@laphamassoc.com

For more information about our firm, please visit our website at: www.laphamassoc.com. EOE; M/F