

FEELING UNDER APPRECIATED?

Administrative Assistant, Jonesboro, AR Part-Time/Full-Time from \$20/hr

Are you looking for a position where your sincere, “how can I help you?” attitude, ability to work well with others, and affinity for building and maintaining relationships with others is fully utilized and appreciated? Would you like to work where you can gain an understanding and appreciation for the business, its core values and mission and truly make a difference? If you are precise, thorough and conscientious, with a friendly and effective communication style and answered “Yes!” to both of these questions, we may be exactly what you are looking for!

We are searching for an Administrative Assistant for our office in Jonesboro, AR to support our Branch Manager. The successful candidate will be a congenial, cooperative professional who is confident in the roles of assistant, organizer, and administrative go-to. Willing to jump in and roll up their sleeves to help out when necessary, with follow-up on tasks to ensure efficient, proper results.

Headquartered in Memphis Tennessee, we are a leading multi-disciplined firm that includes engineers, architects, planners, landscape architects, environmental scientists, surveyors, engineering technicians, CADD technicians, and construction observers. We have a solid reputation providing services to a diverse list of public and private clients. Headquartered in Memphis, Tennessee, we have branch offices in Chattanooga, Knoxville and Nashville, TN, Houston, TX, Indianapolis, IN, Jonesboro, AR, and Chipley, FL.

Fisher Arnold is an Equal Opportunity Employer and we require all our new team members to work in a drug free environment and submit to an initial screening.

Benefits: We offer a competitive benefits package including:

- 401(k) with Company Match
- Health, Dental & Vision Insurance
- 160 Hours Annual Paid Time Off
- 9 Annual Paid Holidays
- Flexible Work Week (Half-Days Fridays)
- Employee Assistance Programs
- Flexible Spending Account
- Life insurance

Essential Duties and Responsibilities: producing quality, consistent and detailed administrative support, duties will include:

- Answer telephone calls
- Ensure office supplies are maintained
- Assist with Client hospitality
- Review, sort and distribute mail
- Type reports, correspondence, etc.
- Schedule/coordinate meetings and travel
- Printing, binding, filing as needed
- Prepare, gather, and relay confidential information

Knowledge/Skills/Abilities

- Understand and compose complex written materials
- Work without close supervision and exercise independent judgement
- Communicate effectively with high-level personnel with tact and diplomacy
- Demonstrate organizational skills to set priorities and meet deadlines
- Learn to read and understand technical and financial reports
- Type at a moderately high speed (55-65 wpm)
- Microsoft Office (required) and Adobe Creative Cloud (preferred)

Qualification and Experience Requirements

- 5+ years’ experience in an executive support or similar role

HOW TO APPLY:

Send your cover letter and resume in PDF format to careers@fisherarnold.com with “Admin Assistant Jonesboro” as the Subject Line. Cover letters will be evaluated as a writing sample and should include your salary requirements, and how you feel you can contribute to our organization. All correspondence regarding your application should be transmitted via email; no phone calls please. We look forward to hearing from you!



FISHER ARNOLD

MEMPHIS | HOUSTON | INDIANAPOLIS | NASHVILLE
KNOXVILLE | CHATTANOOGA | JONESBORO | CHIPLEY
888.583.9724 | www.fisherarnold.com | careers@fisherarnold.com