

Administrative Assistant – St. Joseph, MO

About the Company

Midland Surveying, Inc. is a small business owned and operated by professional land surveyors in northwest Missouri. Established in 1973 in Maryville, MO, Midland expanded its operations to St. Joseph in 1985 and is an industry leader in providing land surveying services to federal and state agencies, private firms and individuals throughout the United States.

Job Summary

Midland Surveying, Inc. is searching for a motivated and responsible Administrative Assistant to perform a variety of clerical tasks in our St. Joseph, MO office. Successful candidates will have excellent customer service skills and must be resourceful and organized. The ability to work in a fast-paced environment with strong attention to detail is essential.

Administrative Responsibilities and Duties

The Administrative Assistant is responsible for ensuring day-to-day office activities and operations are efficient and run smoothly. Responsibilities and duties include:

- Greet customers with a friendly disposition
- Answer and direct incoming calls and assume all receptionist duties
- Respond to questions and requests for information
- Complete paperwork and research for survey orders
- Maintain appropriate filing systems
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain contact lists
- Transcribe notes
- Maintain office supplies by checking inventory and ordering items from various suppliers
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Organize and schedule appointments

Qualifications and Skills

The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. Desired qualifications and skills include:

- High School degree; experience in a similar role is preferable
- Proficiency in MS Office with expertise in Microsoft Word, Excel and Access
- Superior organizational skills with the ability to multi-task and complete projects in a timely manner
- Working knowledge of office equipment, like printers and fax machines
- Excellent time management skills and the ability to prioritize work
- Knowledge of office management systems and procedures
- Knowledge of QuickBooks
- Ability to analyze and revise operating practices to improve efficiency
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. We offer an attractive, competitive compensation and benefits package, including insurance (medical, dental, vision, long and short-term disability, and life), paid vacation and personal days, paid Holidays, and traditional and Roth 401(k) plans. Salary will depend on skill and experience.

Interested applicants, please send resume to Curtis McAdams at cmcadams@midlandsurvey.com or fax to (816) 233-4852.