



Engineering Support – Andalusia Office

Civil Southeast, LLC
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WHO WE ARE SEEKING:

Civil Southeast is actively seeking an Engineering Support team member for their Andalusia office. The ideal candidate has a growth mindset and a proven track record of personal and professional improvement. As Engineering Support, you will work closely with our team and clients to serve them at the highest level. As Engineering Support,

YOU WILL GET TO:

- Help our team, clients, and contractors by serving them each day.
- Anticipate and meet the needs of our project engineers and project managers so they are freed up to do what only they can do.
- Meet and assist visitors.
- Share your professional and personal goals and be regularly encouraged and challenged to accomplish them.
- Write, prepare, and distribute emails, correspondence memos, letters, and forms.
- Learn about a whole new industry and be a vital part of projects which are having a significant impact on the communities we serve.
- Prepare and process project bid documents, bid tabulations, invoices and pay estimates.
- Review project certified payrolls
- Help develop SOPs and general efficiencies.
- Provide Life Lessons Over Lunch ordering and pick up.
- Order office supplies.

YOU NEED:

- To love our mission, values, and vision. To have a servant's heart.
- To be extremely driven and self motivated.
- Ability to prioritize project work load.
- Extensive administrative or support staff experience. Strong organizational skills.
- A track record showing a desire to continually grow and improve (A growth mindset).
- A high level of professionalism and the ability to work well with others.
- Excellent professional oral and written communication skills.
- The ability to thrive in an office environment with limited social interaction.
- Keyboarding and Microsoft office (including Excel) proficiency.
- Working knowledge of scanning, copying, and binding documents.

PAY & PERKS:

Compensation is negotiable and will be based on experience level. Benefits include paid time off, holidays, 401k match, 401k profit sharing, and profit sharing.

Please email cover letter and resume if interested in this opening. Qualified candidates will be sent an application of employment to complete.