



Office Administrator

About Us

Aulick Engineering is a woman-owned small business that provides engineering design and construction management services for transportation projects. Aulick provides quality professional services to airports, DOTs, municipalities, engineering firms, and commercial developers around the southeast.

Aulick Engineering offers team members the opportunity to grow at their own pace without being boxed into a typical role. Our closely-knit team will work directly with you to provide a challenging, rewarding, and hands-on experience in all aspects of our work. Aulick Engineering strives to provide a workplace where hard work is recognized and rewarded while still encouraging a healthy work-life balance. Our team members are kind, resourceful, respectful, and trustworthy and we are looking for others who share those values.

Job Description

We are currently looking for an Office Administrator to work in our Columbia, SC office. This role offers flexibility in terms of hours, with both part-time and full-time options available. The ideal candidate should possess a desire to work for a fast-paced, growing, “never a dull moment” business and meet the qualifications listed below.

Qualifications

- Associate degree in a related field preferred
- Experience as an office administrator, office assistant, or similar role
- Proficient in MS Office, including Word and Outlook
- Strong organizational and multitasking skills
- Excellent communication and interpersonal skills

Responsibilities

- Manage office operations and procedures
- Oversee office supplies inventory and order as necessary
- Greet and assist visitors
- Serve as point of contact for office management duties including maintenance, mailing, supplies, and errands
- Assist in scheduling meetings, appointments, and coordinating company events
- Make on-site and off-site meeting and travel arrangements, such as conference registrations, hotel accommodations, sponsorships, and catering
- Assist in document preparation, formatting, and filing
- Coordinate with IT team to maintain computer equipment
- Provide general support to staff



Benefits

Note: Benefits shown below are available to employees working 30+ hours per week.

- Medical insurance
- Vision and dental insurance
- Healthcare and dependent care flexible spending accounts (HSA and FSA)
- Employer-paid short-term and long-term disability coverage
- Employer-paid life insurance and AD&D insurance
- 401k program with company match
- Discretionary time off
- Ten (10) paid holidays
- Fitness membership reimbursement
- Flexible hours and work-from-home days
- Company-provided equipment, including laptop and cell phone

Equal Opportunity Employer

Aulick Engineering is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, religion, national origin, age, sexual orientation, disability, veteran status, genetic data, or other legally protected status.

Want to Learn More?

If you are interested in learning more about this opportunity, please submit your resume to hr@aulickengineering.com.