

Mills Engineering LLC

water & wastewater system design

Engineering Assistant, Part Time (20 hours per week)

Job Tasks:

- Fill out permit applications
- Coordinate with county and state agencies
- Work with clients to complete applications and answer questions
- Assist engineer with plotting drawings & printing maps
- Research job information on the Internet
- Assemble permit packages and reports
- Prepare proposals
- Filing
- Mail packages
- Track projects
- Other similar tasks common to a small engineering company
- Travel within the state, especially the greater Phoenix area

Requirements:

- High school diploma
- Minimum two years of work experience in an office setting
- Knowledge of Word, Excel, and Outlook required

Ideal candidate has strong time management and communication skills, pays close attention to detail, has a reliable car or truck, a home Internet connection, a cell phone, and is highly self-motivated.

Benefits:

- Paid vacation and holidays
- Flexible hours
- Work from home
- Work-related travel, Internet connection, & cell phone reimbursement
- Training provided
- Educational expenses may be reimbursed for passing relevant courses
- Opportunity for additional hours and advancement as company grows
- Competitive salary based on education and experience