



Office Administrator/Technical Editor

WRECO is an award-winning engineering consulting firm established in 1995 with offices in Walnut Creek, Oakland, San Jose, Roseville, Elk Grove, and Los Angeles, CA. We provide consulting services in civil engineering, environmental compliance, geotechnical engineering, and water resources. WRECO resolves sophisticated engineering and environmental problems in local communities, watersheds, streams, wetlands, estuaries and coastal areas with feasible and cost-effective solutions. As a certified Green Business, we understand the importance of sustainability. We consider the environment for every project in which we are involved. To learn more about our projects, please visit us at www.wreco.com.

We have an opening for an **Office Administrator/Technical Editor** at our Walnut Creek, CA office.

What You Will Do:

- *Office front desk operations*
- *Organize and maintain the office appearance*
- *Responsible for travel arrangements and office purchases*
- *Perform document production, printing, and binding*
- *Provide administrative office support for branch offices*
- *Provide backup administrative support to the President*
- *Assist with business license application and renewal*
- *Vendor coordination*
- *Assist with project administration and research*
- *Help with recruiting and scheduling interviews*
- *Assist with developing company policies and procedures*
- *Perform technical editing on project reports, memos, etc.*
- *Perform review of project contracts and proposal agreements and discuss with project managers*
- *Perform editing of marketing proposals and documents*
- *Work closely with the Technical Editor on report editing workload*
- *Provide support to other administrative departments such as marketing and accounting*

What You Need to Have:

- *High attention to detail*
- *Organized and able to multi-task*
- *Flexible and ability to adapt to changing priorities*
- *Self-motivated and driven to achieve results and meet deadlines*
- *Quick learner*
- *Experience reviewing engineering documents*
- *Knowledge of a variety of style guides*
- *Strong knowledge of Microsoft Office (Outlook, Word, PowerPoint, Excel) and Adobe Acrobat*
- *Adobe InDesign experience would be a plus, but not mandatory*



Your Professional Profile:

- *4-year degree*
- *A&E industry experience*
- *3-4 years of work experience*

Application Procedure:

Please send us your **resume** and **cover letter** (tell us why this opportunity piqued your interest!). In the subject line of your email, please include the following: "WRECO – Office Administrator/Technical Editor – YOUR NAME."

Please include a **two-page writing sample** with your application.

Candidates who move forward in the final selection process will be subject to a reference check as a condition of our hiring policy.

WRECO offers an excellent company paid benefits package including health, dental, vision, long-term disability insurance, and Simple IRA with employer match. WRECO is a proud equal opportunity workplace.