



## Engineering Administrative Assistant – Wellons

If you would like to work for a company that has great benefits and provides a positive workplace atmosphere with an opportunity for growth, then you want to be a part of our team here at Wellons.

For over 50 years, Wellons has been a leader in providing biomass-fired energy systems, lumber dry kilns, and related products and services. Firmly established, Wellons provides its customers with complete services in design, engineering and manufacturing, as well as installation services and on-site technical support.

We are looking for a fulltime Engineering Administrative Assistant to join our team in Vancouver, WA.

### High Level Summary of Position

The ideal candidate for the Engineering Administrative Assistant position would have at least 3-5 years' experience as an Administrative Assistant or similar position and have a good understanding of general office tasks and requirements. This position reports to the Chief Engineer.

### Key Responsibilities and Duties

- Creation and correspondence of transmittals and associated documentation.
- Maintain engineering drawings and releases drawings according to established procedures or requirements.
- Supports the Engineering group with everyday administrative duties and compiling data as necessary.
- Maintaining Engineering databases, as required.
- Preparation of drawings, requisitions and pre-work of packages, including stamping with job specific info.
- Print and compile installation binders for field crews.
- Create, maintain and distribute electronic/physical job files and engineering files per established procedures.
- Compile job related items such as, creating project manuals, checkout books, spare parts lists and lubrication lists.
- Complete contract closeouts and maintenance of current job-related information.
- Create and implement ASME forms for quality control department.
- Coverage of reception desk and customer service administrative assistant duties, as required.
- Coordinate meetings and manage Engineering Calendar
- Maintains Engineering supplies as required.
- Other tasks, as assigned.

### Requirements:

- Proficient in Word and Excel and the ability to create document templates and reports.
- Records management and accurate filing procedures.
- Excellent problem solving, written/oral communication skills.
- Initiative to find ways in which the Engineering group as a whole can become more efficient.
- Assist all members within the Engineering department.
- Ability to be a self-starter and follow through on projects with little or no supervision.
- Ability to prioritize tasks based on requirements to be sure timelines are maintained.

### Benefits & Compensation

- Vacation, sick time, holiday pay, medical, dental, vision and profit-sharing plan
- Salary: \$50,000 - \$65,000 per year