CIM-TECH
ENGINEERING & SUPPLY
1951 Morthland Dr. - Valparaiso, IN 46385

Administrative/Office Assistant

CIM-Tech Engineering and Supply – Valparaiso, IN 46385

Founded in 2006, CIM-Tech Engineering, Inc. is a growing company with a diverse domestic and international client base. The company operates across various engineering fields and has established itself as a key regional player. CIM-Tech supports the local steel industry and is involved in development and implementation projects across multiple sectors.

CIM-Tech is currently seeking an administrative/office assistant. The ideal candidate will handle reception and communication, supplies and upkeep, document and data management, and scheduling support. This is a full-time, on-site position.

The candidate should be self-motivated and able to work independently, taking initiative and ownership of their responsibilities. Strong organizational and communication skills are essential, along with a commitment to teamwork. Additionally, the candidate must be adaptable in addressing various challenges.

Key Responsibilities:

- **Reception & Communication:** Greet visitors, answer and route phone calls, and manage incoming/outgoing mail and courier deliveries.
- **Supplies & Upkeep:** Monitor and reorder office supplies, keep common areas tidy, and coordinate building maintenance requests.
- **Document & Data Management:** File, scan, organize paperwork, and perform basic data entry into company systems.
- **Schedule Support**: Book meeting rooms, coordinate calendars, and help set up for internal meetings or events.

Qualifications & Skills:

- **Education:** A degree in Business is preferred.
- **Experience:** 10+ years' experience in an office setting.
- **Computer Skills:** Proficient with email communication, word processing, and basic spreadsheet functionality, particularly with Microsoft Office Suite. Proficiency with QuickBooks is preferred, but not mandatory.
- **Core Traits**: Strong organizational skills, attention to detail, and dependable attendance.
- **Communication:** Clear, friendly, and professional interpersonal skills.

Job Type: Full-time

Pay: $25-$30 per hour

Supplemental pay types include bonuses.

Work Location: In-Person - Valparaiso, Indiana