



POSITION ANNOUNCEMENT

Since 1993, Davids Engineering has provided professional engineering and scientific services to public agencies, private entities and individual landowners responsible for managing water resources in the western United States. From our initial focus on agricultural water management, we have gradually broadened our technical capabilities to include three tightly integrated groups focusing on Water, Infrastructure, and Technology, respectively. For more information on Davids Engineering, visit www.davidsengineering.com.

POSITION AVAILABLE – EXECUTIVE ASSISTANT

Davids Engineering (DE) is enthusiastically pursuing exceptionally qualified and motivated candidates for a part-time or full-time **Executive Assistant role that will provide high-level administrative support to our Oakdale, CA office**. Job tasks may include, but are not limited to, managing schedules, coordinating meetings internally and externally, coordinating communications internally and externally, assisting with review of monthly invoices, managing expenses, and ensuring office priorities are adhered to. As currently envisioned, this role will take care of a variety of administrative tasks within the Oakdale office to ensure the office is able to function effectively. All DE team members are expected to have superior analytic and problem-solving skills; ability to express technically complex information clearly, both orally and in writing; ability to self-motivate; attention to detail; strong work ethic; and good moral, ethical judgement.

Responsibilities generally include, but are not limited to:

- Managing calendars, scheduling meetings and coordinating travel.
- Coordinating communications internally and externally, including answering or screening emails, calls and in-person appointments.
- Overseeing general office processes, such as ordering office supplies for departments or leading administrative support staff.
- Assisting with review of monthly invoices and managing expenses.
- Preparing Word, Excel, PowerPoint presentations, agendas, notes, and other documents in support of objectives for the organization.
- Drafting and preparing correspondence for internal announcements, meetings, and clients that the leaders are involved with.
- Monitoring project deadlines and follow up on action items to keep things on schedule.

DESIRED QUALIFICATIONS

- 2-5 years of relevant experience
- Experience with Microsoft suite software and calendaring tools

HOW TO APPLY

Please submit your **cover letter** and **resume** to info@davidsengineering.com. All inquiries will be handled with strict confidentiality. Visit www.davidsengineering.com for more information. This job will be primarily based in our Oakdale, CA office. We value in person office culture, and this will not be open to remote opportunities.

Davids Engineering offers competitive compensation and generous benefits and is an At Will and Equal Opportunity Employer. The anticipated pay range for this position is \$30 to \$45/hour depending on qualifications.



Water



Infrastructure



Technology