



Speight, Marshall & Francis is looking for a responsible Administrative Assistant to perform various administrative and clerical tasks.

## SPEIGHT • MARSHALL • FRANCIS

**Who We Are:** For over 29 years, we have been a leader in Structural Engineering + Special Inspection services. Our dynamic team of 35 professionals serves the Hampton Roads and Greater Richmond area with innovative design solutions, and exceptional responsiveness. We pride ourselves on our assertive “Can Do” mentality. **What We Do:** Our Structural Engineers are licensed to practice in 31 states. We serve a well-established mix of public and private clients.

We deliver cutting-edge engineering services. **Why join Us:** We foster a diverse and inclusive environment where collaboration and innovation thrive. We offer a unique employee experience that sets us apart. Our brand is built on talent, passion and dedication to doing a job “Well Done”. **Interested in becoming a member of a top-notch team, and growing firm, then you have found the place where you belong!**

### POSITION OVERVIEW

Administrative Assistant to support our Managers, Engineers, and Employees in our Virginia Beach office. The ideal candidate will play a vital role in our daily business operations and ensure it is run smoothly.

- Temporary (October 2024 to April 2025) to potential Full-Time position
- Located at our Virginia Beach Office, 1228 Perimeter Parkway, Suite 201, Virginia Beach, VA 23454
- Office Hours 8:00 am – 5:00 pm (On-Site)
- Excellent compensation package with a combination of qualification, education, and experience
- Advancement Positions & Career Growth available

### POSITION RESPONSIBILITIES

Responsibilities will include, but are not limited to, the following:

- Handle all reception area functions such as: Receiving, screening, transcribing and routing telephone calls, emails and other communication, greeting visitors, collecting and distributing mail and packages and ensure all common areas are presentable.
- Liaise with Engineers and Senior Administrative staff to handle requests and queries
- Assist with event planning for internal/external sites.
- Book travel arrangements, organize and schedule appointments
- Clerical duties such as: Specifications, Letters & Reports, Fee Proposals and etc.
- Support daily operations with regards to supplies and equipment (including basic technical support)
- Store/archive files and data
- Perform all other duties as assigned by Leadership & Senior Staff
- Must be available to work 8 am to 5pm with the possibility of overtime and occasional after-hours assistance for events

### QUALIFICATIONS + SKILL REQUIREMENTS

- Proven experience as an Administrative Assistant, Office Administrator or Secretary
- 2+ years of experience in A/E Industry is a plus
- High School Diploma & Valid Driver's License
- College Degree preferred but not required
- Proficiency in Microsoft Suite (Word, Excel, Outlook, PowerPoint, SharePoint & Teams)
- Proficiency in Adobe Acrobat and/or Bluebeam
- Strong verbal and written communication skills
- Strong analytical and problem-solving skills
- Proficiency in website and social media content is a plus
- Capacity to work effectively both independently and collaboratively within a team
- Proficient in using, setup and troubleshooting office equipment
- Strong organizational skills and high-level attention to detail
- High degree of flexibility and adaptability
- Ability to act with discretion, tact, and professionalism in all situations

ADMINISTRATIVE  
ASSISTANT

APPLY TODAY!

[resumes@smandf.com](mailto:resumes@smandf.com)

Don't wait another day to begin your future. . . email your formatted cover letter with salary requirement, and resume in PDF.