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ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Nasland Engineering, a civil engineering and surveying firm located in Kearny Mesa, is seeking an Administrative Assistant/Receptionist.

Primary job responsibilities include answering phones, greeting and assisting incoming visitors, processing mail, package deliveries, and maintaining various office filing systems. Other responsibilities include various clerical and administrative duties, such as proofreading multiple documents, copying, data entry, word processing, scanning and local errands, as well as assisting other departments with special projects.

Qualifications include a High School diploma (GED), 3 years of related experience, computer literacy in Word, Excel and Outlook, and a pleasant, outgoing and professional demeanor. The ideal candidate will be an energetic, hands-on, self-starter who can succeed with minimal supervision, someone with excellent verbal and written communication skills, as well as time management and organizational ability. This position requires dependability, punctuality and a good driving record.

Our benefit package includes paid vacation and holidays, paid sick leave, a 401k plan, and medical & dental insurance.

We maintain a drug-free workplace and we will perform pre-employment drug testing.

Nasland Engineering is an Equal Opportunity Employer.

For consideration, send resume to: Nasland Engineering, 4740 Ruffner Street, San Diego, CA 92111 (Attention: Carol) or email to carolg@nasland.com.