



Administrative Assistant – Engineering

Company Job Code: ADMASEG

FLSA Status: Non-Exempt

Reports to: Chief Operating Officer

Department: Engineering

Job Type: Regular, Full-Time

Last Revised: July 2025

Position Summary

This position is critical to the efficient operation of the Engineering, Tolling, ITS and IT Departments and demands the ability to work effectively in a fast-paced environment while consistently prioritizing tasks in order to meet deadlines. The person in this role will relieve management of moderately complex administrative tasks and projects by identifying and anticipating administrative support expectations and requirements. This position requires the ability to build effective working relationships with GME employees, as well as consultants and external vendors, in order to efficiently and effectively complete assignments. This position is responsible for the coordination and successful completion of all administrative support activities for the Engineering, Tolling, ITS and IT Departments.

Required Education and Experience

- Associate in Arts Degree
- Five (5) years of progressive administrative assistant experience in a professional office environment
- Basic knowledge of construction projects preferred

An equivalent combination of training and experience that provides the required skills, knowledge and abilities for this position may be considered.

Essential Duties

- Assist all members of the Engineering, Tolling, ITS and IT Departments with calendar management, making travel arrangements, preparation of travel claims for reimbursement, ordering of office supplies and providing general administration.
- Continuously track and update work program and operational budgets throughout the fiscal year
- Coordinate the processing of Task Authorizations (TA), Work Orders (WO) and contracts for the Engineering Department. Assist with TA preparations, monitoring and closures.
- Review, track and route to appropriate approvers all GEC and Capital invoices. Review all capital and operating invoices / TAs against budget and advise approvers of instances in which budget is insufficient. Ensure all GEC TAs are finalized at the end of the fiscal year.
- Ensure all signed and executed documents such as TAs, WOs, Contracts, Staff Requests, etc. are routed back to both Project Managers and the Procurement Department.
- Ensure proper review and handling of documents such as TAs, WOs, Invoices, Contracts, etc. for year-end closeouts.

- Review all Contract Staff Requests / Wage Rate Lists to ensure proper billing rates per the contracts.
- Help prepare and process POs for purchases.
- Assist in obtaining quotes for purchases and services, as needed.
- Determine office supply needs and submit orders for the department. Monitors and ensures expenses are within the established budget.
- Read and screen incoming correspondence, and routes appropriately.
- Take and distribute meeting minutes.
- Management of department files (both hard copy and electronic) in order to facilitate efficient archiving and retrieval.
- Support the Engineering Department by regularly formatting and/or editing letters, reports, presentations or various other types of communication/correspondence. May also develop business documents from information provided with minimal guidance.
- Assist the Executive Assistant/Board Secretary with the organization of agendas for monthly Board of Directors' Meeting.
- Update and maintain work logs for the department.
- Approve invoices in a timely manner in accordance with Florida Statute.
- Ensure the procurement process is followed for all purchases of goods and services
- Support the quality initiative in the department to eliminate waste through continuous improvement in department processes.
- Create an atmosphere that facilitates the Agency's goals and decisions through mutual respect, honesty, and consideration of others.
- Ensure Agency policies are administered in a fair and consistent manner.
- Ensure all policies are administered within ethical and legal standards.

Required Knowledge, Skills and Abilities

- Strong knowledge of proper English, spelling and grammar
- Knowledge of specialized formats for letters, memos and reports
- Knowledge of record-keeping and reporting methods
- Knowledge of internal financial coding structure and client billing process
- Skilled in use of spreadsheet, word processing and database applications
- Proofread and edit documents for grammar, spelling, syntax and style
- Apply and explain rules, regulations, policies and procedures
- Understand and follow verbal and written instructions; read and comprehend written material
- Extract data and formulate reasonable conclusions from a variety of sources
- Typing skills with an emphasis on accuracy
- Handle confidential documents and information with discretion and in a professional manner
- Exercise tact and courtesy when dealing with high stress situations
- Communicate and interact effectively with employees of all levels at GMX as well as with external vendors, consultants and visitors
- Ability to communicate effectively (verbal and written)
- Ability to effectively work independently or as a part of a team.

Special Requirements, Licenses and Certifications

- Possession of a valid Florida Driver's License and ability to maintain a safe driving record in order to operate GMX vehicles for business purposes.

Working Conditions & Required Physical Abilities

This position is located in a quiet to moderately noisy office environment.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Salary Range: \$24.00 – \$36.00 per hour (non-exempt)