

Dow & Associates

367 North State Street, Suite 206, Ukiah, CA 95482
(707) 463-1806

Position Open: ADMINISTRATIVE ASSISTANT

Salary and Benefits: Starting Hourly Wage \$18.00 to \$20.74 per hour, DOQ

Benefits include employer-paid medical/dental/vision program, paid vacation, sick leave, 11 paid holidays, and an employer-paid SEP/IRA retirement program

If you are organized, computer fluent, cheerful, and would enjoy a dedicated supporting role doing important work that serves the community, we want to hear from you!

Overview: Our small and established transportation planning firm is looking for an Administrative Assistant. This position is responsible for providing office support to Dow & Associates, Mendocino Council of Governments (MCOG), and the Lake County/City Area Planning Council (APC). Dow & Associates has a long history of planning and administrative contracts for the Regional Transportation Planning Agencies in both counties, as well as management of the motorist-aid call box programs. Working relationships with others are frequent and extend beyond the office to other agencies, interest groups, and the general public. Work is performed primarily in our Ukiah office, but sometimes requires meeting participation in other parts of Mendocino or Lake Counties.

Job Type: Full time – Office hours are 8:00-5:00, Monday through Friday

Qualifications & Skills:

Three years related experience or equivalent training/education
Proficiency in Microsoft Office products (Word, Excel, Outlook)
Strong typing, proofreading, editing, and communication skills
Ability to manage and prioritize a range of clerical tasks
Driver's license is required
QuickBooks experience is desirable

Responsibilities:

Answering phones
Sorting mail
Maintaining databases
Preparing for meetings and drafting minutes
Compiling and mailing agenda packets
Maintaining file system (paper and electronic)
Ordering/stocking office supplies
Reviewing and tracking invoices
Processing payments and reconciling accounts
General office support

Application Details: Open until filled. Application will consist of a cover letter, a resume, and three work-related references. Send to Dow & Associates at the above address or attach to an email to fordm@dow-associates.com.