



Executive Assistant

Lawhon & Associates, Inc. (L&A) is seeking an experienced, reliable and task-oriented Executive Assistant to perform a number of administrative duties, including but not limited to:

- Work directly with Principal of firm to achieve a wide variety of goals.
- Prepare marketing and qualifications documents.
- Manage content for website and social media platforms.
- Maintain staff and company certifications and affiliations.
- Provide administrative support for business operations (e.g. welcome guests, answer phones, prepare correspondence, maintain files, etc).

Qualifications

An Associate's or Bachelor's degree is preferred. The candidate should have approximately three years of experience supporting upper management or executive leadership. Proficiency with Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, InDesign (including Photoshop and Illustrator), WordPress and social media platforms is required.

Requirements

The necessary competencies and skills include:

- Friendly and professional demeanor.
- Excellent organizational skills with an ability to prioritize work.
- Energetic and eager to tackle new projects and ideas.
- Strong technical writing and verbal communication skills.
- Comfortable in fast-paced environment with multiple tasks and projects at hand.
- Proven ability to handle sensitive and confidential information with discretion.

Contact

We offer industry-competitive salaries, medical, dental, life and disability insurance, a fully vested 401(K) retirement plan with 100% match, paid holidays and sick time. Successful candidates must have an acceptable driving record, be willing to travel and pass a background check. Please send your resume in word or PDF format to mglinsky@lawhon-assoc.com.

Lawhon & Associates, Inc. provides full-service environmental engineering and consulting services to solve environmental issues for the public and private sector. The company was established in 1985 to serve an emerging market in asbestos/lead management. Over the past 33 years, our services have grown to include environmental site investigations and remediation; environmental engineering; ecological and wetland services; cultural and historic resources evaluations; environmental permitting; indoor environmental quality studies; and NEPA compliance. We have over 35 professionals on staff with expertise and experience relevant to the services we offer. To learn more about Lawhon & Associates, Inc., please visit our website at www.lawhon-assoc.com.