



OFFICE ADMINISTRATOR / ADMINISTRATIVE ASSISTANT

Company Description:

Sustainable Water is a technology integrator, water management consulting firm and developer of district-scale water reclamation and reuse projects across the United States. We specialize in the design-build of ecologically-engineered wastewater treatment and reuse projects. Our mission is to introduce a new paradigm for sustainable water management in institutional, commercial, industrial and governmental market sectors utilizing innovative project delivery methods and cutting-edge, green technologies. Visit our website www.sustainablewater.com. Email us at careers@sustainablewater.com.

Sustainable Water, located in Glen Allen, VA, is currently seeking candidates for an office administrator or administrative assistant.

APPLICABLE FIELDS/DISCIPLINES: *Business Administration / Office Management / Executive Assistant*

RESPONSIBILITIES:

- Office organization & administration tasks
- Assist in maintaining company sales database
- Customer service & reception
- Accounts payable and receivable processing
- Accounting data entry & bank reconciliation
- Proofreading and document preparation
- Executive & sales travel coordination & scheduling
- Sales & business development team support (developing presentations, producing reports)

REQUIRED QUALIFICATIONS:

- At least 2 years' experience in an office administration role
- Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint, Excel)
- Strong problem-solving skills
- Self-driven & ability to prioritize
- Work in a team environment
- Willingness to grow and learn

PREFERRED QUALIFICATIONS:

- An Associate's Degree or higher level of education
- 3+ years of experience in an administrative related position
- Experience in a water-related industry
- Experience with finance management (bank reconciliation, QuickBooks, etc.)
- Experience or proficiency working with client resource management tools (CRMs), sales databases or in database management