



A CIVIL GROUP

CIVIL ENGINEERING · PLANNING · SURVEYING

JOB DESCRIPTION

TITLE: Administrative Assistant/Receptionist
LOCATION: On Site: 3401 W Broadway Business Park Ct Columbia, MO 65203
STATUS: Full Time, Pay Range: \$18 - \$24 Per Hour / 35-40 hours per week
Office Hours: 8am – 5pm Monday through Thursday
8am – Noon on Fridays

SUMMARY/OBJECTIVE

A Civil Group is seeking a professional, detail-oriented Administrative Assistant / Receptionist to serve as the first point of contact for our clients while supporting office operations and assist with billing and project coordination. This role combines front office management, accounting support, document control, and administrative assistance.

Key Responsibilities

Client & Office Support

- Answer phones and professionally greet and route clients and visitors.
- Manage incoming and outgoing mail and deliveries.
- Maintain office supplies and coordinate office-related orders.
- Support general office organization and shared upkeep of common areas.
- Maintain strict confidentiality of client and company data.

Administrative & Accounting Support

- Assist with accounts payable and receivable, including billing, time keeping, and invoice entry using QuickBooks Online.
- Maintain accurate digital and paper filing systems.
- Scan, organize, and archive project documents.
- Support document preparation for applications, permits, and submittals.
- Assist with recording and tracking project-related materials and payments.

Project & Development Support (Growth-Oriented Responsibilities)

- Assist with organizing materials for project submissions across multiple jurisdictions.
- Support tracking of permits, applications, and regulatory documentation.
- Help coordinate documentation between A Civil Group, and clients.
- Conduct basic research related to project requirements and submission guidelines.
- Provide administrative support to teams as needed.

Growth & Advancement Opportunities

This position offers exposure to the engineering, surveying, and development project lifecycle, including permitting, documentation, coordination, and regulatory processes. High-performing individuals may have opportunities to expand their role over time.

Required Skills & Abilities

- Excellent customer service and professional communication skills (verbal and written)
- Ability to actively solicit, apply, and offer feedback
- Strong organizational skills and ability to prioritize tasks
- High attention to detail and accuracy in data entry and file management
- Proficiency with Microsoft Office Suite
- Experience using QuickBooks or similar accounting software
- Ability to work independently and collaboratively

Education & Experience

- High school diploma or equivalent required
- Minimum of 3 years' experience in customer service and clerical functions
- Valid State of Missouri driver's license required
- Current Missouri Notary Public certification or ability to obtain within 60 days

Benefits

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Paid holidays
- Professional development assistance

