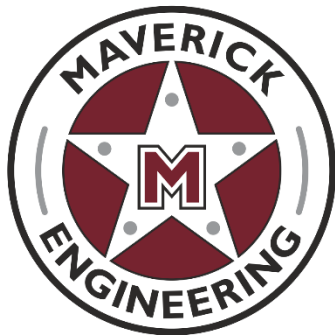


We know **YOU**
by
your first name;
not your
employee
number.



WHO WE ARE: Maverick Engineering (Maverick) is a woman-owned civil engineering firm based in Midland, TX. If you like corporate structure, this is not the company for you. Our staff enjoys a relaxed atmosphere without being in a cube farm. Even though our work is serious, we have fun while doing it.

WHAT WE DO: We provide private and public sector clients with a full range of professional services in civil engineering and land surveying. Maverick provides planning, design and construction administration services in these areas to provide clients everything needed to carry projects from concept through completion.

WHAT WE SEEK: We are looking for a full-time **Executive Assistant** to grow with us. As an Executive Assistant, you will perform a variety of tasks, including:

- Answer phones and greet visitors as this is a front desk position.
- Develop a system to organize the company, track project opportunities, assist multiple project managers, and assist the engineers in meeting project deadlines.
- Assist with marketing and business development tasks as needed, such as gathering project data for qualifications packages and helping to maintain social media presence.
- Local day-time travel as needed to deliver and pick up various engineering documents.
- Compile and prepare information for reports and/or presentations including charts, graphs and tables, to meet various company, safety, financial or industry-specific reporting requirements.
- Assist engineers with formatting documents to ensure conformity with our brand identity.
- Tasks and responsibilities may include some or all of the following: data entry, report generating, maintaining a filing system, document preparation, meeting coordination and/or facilitation, composing business correspondence, setting up appointments or meetings, research and information gathering.

QUALIFICATIONS REQUIRED:

- A friendly disposition and willingness to help people.
- High school graduate is required; college coursework/degree is a plus.
- Excellent verbal and written communication skills.
- Ability to organize and manage multiple concurrent project assignments.
- Computer Skills Required: Intermediate to advanced knowledge of MS Word, Excel and Outlook. Experience with CRM or accounting databases is a plus.

Maverick offers an excellent compensation package including PTO and health, dental, vision, and long-term disability insurance. We are an equal opportunity employer. If this opportunity sounds like a great match for you, please email your resume to Human Resources at jmellen@maverick-eng.com.