



POSITION: Administrative Support Assistant

JOB TYPE: Full-time

WORK EXPERIENCE: 0-2 Years (Will Train)

EDUCATION REQUIRMENTS: High School Diploma or Equivalent

OVERVIEW:

Morell Engineering is seeking an Administrative Support Assistant for our office in Fayette, Alabama. This position will work directly with the Alabama Department of Transportation (ALDOT) and will be responsible for testing materials that go into the construction of roadways.

DUTIES AND RESPONSIBILITIES:

- Assign laboratory test numbers in Excel for Laboratory Tests and Asphalt Tests; and enter transfer invoices in CPMS for testing on various projects in a timely manner so that information is easily accessible. Also, enters and extracts data such as sample data in CAMMS.
- Maintain files for Laboratory Testing, Asphalt Testing and other testing so that records can be located when needed with no cause for delay.
- Maintain Laboratory Inventory by tracking new items coming in and items checked out for testing in laboratory and testing on projects. Perform charge out of item from inventory to associated projects/people using CPMS with no loss of time.
- Assists ASA II by acting as backup for payroll by entering payroll, by cross-checking/reviewing payroll every pay period, and reviewing data. Also, assist by acting as backup by entering expense accounts so that data is accurate with no cause for delay or error.
- Proofread and Review documents and statistical information for completeness and accuracy according to standard procedures so that documents and information are correct in content and form.
- Communicates with co-workers, supervisor, and personnel from other departments to exchange information in a clear and concise manner so that accurate information is given without valid complaint.
- Operate Laboratory Entry system, so individuals without badges can enter laboratory to drop off samples.
- Attends training sessions to increase in knowledge and stay up to date on new computer programs and procedures.
- Reads/Interprets policies, rules, and guidelines to be current with all Department policies and procedures.
- Performs other duties related to classification which includes having a valid driver's license for operating a state vehicle.

REQUIREMENTS:

- High school diploma or equivalent.
- Basic computer skills.
- Clean motor vehicle record and ability to drive light duty vehicles.
- Ability to pass a drug screen and background check.
- Ability to handle multiple tasks simultaneously and set priorities.
- Ability to perform heavy lifting (up to 50 lbs.) and work long periods in different environments.
- Regular attendance is required.
- Duties and responsibilities may change and one may be required to perform other duties as assigned.

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Interested candidates should apply by visiting our website at www.morellengineering.com/apply-now/.